

# **Agenda of Board Legislative Meeting**

## **The Board of Directors Kiski Area School District**

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A Board Legislative Meeting of the Board of Directors of Kiski Area School District will be held Monday, August 17, 2026, beginning at 7:00 PM Kiski Area Central Administration Building, 250 Hyde Park Road, Leechburg, PA 15656.

### **1. OPENING**

**Speaker(s):** JENNA ROWE

- 1.A. Call Meeting to Order
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

### **2. SUPERINTENDENT PRESENTATION/REPORTS**

**Speaker(s):** JASON LOHR

- 2.A. Dr. Jason Lohr
- 2.B. Student Representative Report
- 2.C. Construction Report

### **3. CITIZENS' COMMENTS ON AGENDA ITEMS**

**Speaker(s):** JENNA ROWE

- 3.A. During this portion of the meeting, you may make comments about agenda items. As written in district policy, all citizen comments are limited to three (3) minutes. We request that your public comments focus on issues or policies, not on people. Please state your name, community in which you reside, and the agenda item number you are addressing.

### **4. SOLICITOR REPORT**

- 4.A. Mr. Ron Repak

**Speaker(s):** Ron Repak

### **5. BOARD REPRESENTATIVE REPORTS**

**Speaker(s):** JENNA ROWE

- 5.A. Northern Westmoreland Career and Technology Center  
Ms. Nicole Kamer  
Mrs. Dawn Mellinger
- 5.B. Pennsylvania School Boards Legislative Council  
Mrs. Melissa Kowalkowski
- 5.C. Westmoreland County Intermediate Unit #7  
Mrs. Jenna Rowe
- 5.D. Kiski Area Education Foundation  
Mrs Dawn Mellinger
- 5.E. Committee Reports  
Mrs. Jenna Rowe

## **6. REPORTS TO THE BOARD**

**Speaker(s):** JENNA ROWE

6.A. Financial Reports 2026 - CLICK ON LINK UNDER PUBLIC CONTENT

**Description:**

CLICK THE LINK BELOW TO VIEW KISKI AREA SCHOOL DISTRICT  
FINANCIAL REPORTS & DOCUMENTS

ADDITIONAL DOCUMENTS ATTACHED IN PUBLIC FILES:

MONTHLY FINANCIAL REPORTS TO THE BOARD

6.B. Cash Summary and Investments

6.C. Schools and Departments Reports

6.D. Change Order Summary

## **7. APPROVAL OF MINUTES**

**Speaker(s):** JENNA ROWE

7.A. Minutes

**Recommended Motion(s):**

Approve the minutes from the June 15, 2026, legislative meeting.

## **8. COMMUNICATION**

## **9. OLD BUSINESS**

## **10. PERSONNEL**

10.A. Teacher Tenure

**Recommended Motion(s):**

Recognize the tenure status of the listed individuals.

**Description:** Alexa (Newman) Fiorentini

Madison Marmo

Taylor Smith

10.B. Hire - Custodian

**Recommended Motion(s):**

Approve Noah Smith as a custodian at the High School, at an hourly rate of \$21.62, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork, effective August 18, 2026.

10.C. Hire - Sweeper

**Recommended Motion(s):**

Approve Gary Kitchen as a sweeper at East Primary School, at an hourly rate of \$17.16, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork, effective August 24, 2026.

10.D. Hire - Food Service

**Recommended Motion(s):**

Approve Tasha Black, Dana Klaser, Kelly Reutzel, and Sydney Shannon as food service general workers, at an hourly rate of \$17.79, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork, effective with the 2026-2027 school year.

10.E. Hire - Administrative Assistant

**Recommended Motion(s):**

Approve Meghan Kiebler as Administrative Assistant at North Primary School at step 1.1 rate of \$24.32 and all other terms and conditions per the current CBA, effective August 12, 2026.

10.F. Hire - Substitute Teachers

**Recommended Motion(s):**

Approve the listed individuals as day-to-day substitute teachers pending satisfactory receipt of all clearances and required paperwork.

**Description:** Madison Caporali (PK-4)

Katherine Pugar (Biology)

Ian Smola (Health & Physical Education)

\*Angela Dawson (PK-4, Special Ed PK-12)

\*ADDED SINCE THE INFORMATION MEETING

10.G. Hire - Substitute Teachers (Emergency Certified)

**Recommended Motion(s):**

Approve the listed individuals as day-to-day substitute teachers pending satisfactory receipt of all clearances, required paperwork, and PDE approval of emergency certification.

**Description:** Miranda Bash

Kaylee Best

Maura Opina

Kristina Truitt

10.H. Hire - Sweeper Substitutes

**Recommended Motion(s):**

Approve April Stankay and Amy Obringer as sweeper substitutes at the rate of \$14.50/hour, effective August 18, 2026. This approval is contingent upon the understanding that all necessary paperwork and clearances are on file.

10.I. Hire - Food Service Substitutes

**Recommended Motion(s):**

Approve the listed individuals as food service substitutes at the rate of \$14.50/hour, effective August 18, 2026. This approval is contingent upon the understanding that all necessary paperwork and clearances are on file.

**Description:** Kate Glasow

Sherry Montgomery

10.J. 2026-2027 Bus Driver List

**Recommended Motion(s):**

Approve the attached Myers Bussing Company bus drivers list for the 2026-2027 school year. This approval comes with the understanding that all clearances are current and on file with the district's Transportation Department.

10.K. 2026-2027 Supplemental Personnel

**Recommended Motion(s):**

Approve the recommended individuals to fill the listed supplemental positions for the 2026-2027 school year at the annual salary according to the collective bargaining agreement, pending all clearances are current and on file.

**Description:**

|                                 |                       |           |
|---------------------------------|-----------------------|-----------|
| Class Advisor - Junior (\$1410) | Madison Marmo (1/2)   | \$705     |
|                                 | Suzanne Swarmer (1/2) | \$705     |
| Class Advisor - Senior (\$2113) | Madison Marmo (1/2)   | \$1056.50 |
|                                 | Suzanne Swarmer (1/2) | \$1056.50 |
| Team Leader - High School       | Noah Shultz           | \$1545    |

10.L. Summer Feeding Personnel

**Recommended Motion(s):**

Approve hiring the listed employees to accommodate summer feeding at the high school at the current CBA rate. Effective July 24, 2026.

**Description:** Chrissy Endress

Megan Hitchens

Mark Reed

Mindy Simon

10.M. 2026 Kindercamp Teachers

**Recommended Motion(s):**

Approve hiring the listed individuals as teachers for the Kindercamp in August at the rate of \$25.50/hr.

**Description:**

|                   |                                  |
|-------------------|----------------------------------|
| Nicole Dunmire    | East Primary                     |
| Brenna Keating    | North Primary                    |
| Nicole Mathias    | North Primary - Autistic Support |
| Brandy May        | North Primary - Para Support     |
| Janey Mazur       | Nurse (one needed each day)      |
| Melissa Ray       | Nurse (one needed each day)      |
| Stacey Tritschler | Nurse (one needed each day)      |

10.N. Leave

**Recommended Motion(s):**

Approve a leave for employee #2227 until February 2027.

10.O. Support Staff Substitute Rate

**Recommended Motion(s):**

Approve the rate of \$14.50 per hour for food service, sweeper, custodian, and administrative assistant substitutes. (No change.)

10.P. Resignation - Food Service Director

**Recommended Motion(s):**

Accept the resignation of Jaclyn Walker, Food Service Director, effective September 24, 2026.

10.Q. Resignation - Teacher

**Recommended Motion(s):**

Accept the resignation of Isabella Harris, learning support teacher at North Primary School, effective August 11, 2026.

10.R. Create New Position (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Create the position of Assistant to the Director of School Safety at a stipend of \$5,000 for the 2026 - 2027 school year (Job Description Attached).

10.S. Hire - Assistant to the Director of School Safety (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Elect Braden Hoffer as the Assistant to the Director of School Safety for the 2026 - 2027 school year.

10.T. Resignation - Food Service Van Driver (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Accept the resignation of Mark Reed, food service van driver, effective August 14, 2026

10.U. Hire - Custodian (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Approve Mark Reed as a custodian at East Primary School, at an hourly rate of \$21.62, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork, effective August 18, 2026.

10.V. FMLA (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Approve an FMLA for employee # 2380, effective August 24, 2026, through January 31, 2027.

**11. FINANCE**

11.A. Westmoreland Intermediate Unit Agreement

**Recommended Motion(s):**

Approve the attached agreement from Westmoreland Intermediate Unit (WIU) for services as needed.

11.B. Allegheny Intermediate Unit Agreement

**Recommended Motion(s):**

Approve the attached agreement from Allegheny Intermediate Unit (AIU) for services as needed.

11.C. Title I Non-Public Services Agreement

**Recommended Motion(s):**

Approve the attached agreement with Allegheny Intermediate Unit (AIU) for Title I services as needed.

11.D. Southwest Behavioral Health Agreement

**Recommended Motion(s):**

Approve the attached agreements from Southwest Behavioral Health for services as needed.

11.E. ASK Speech Therapy Agreement (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Approve the attached agreement from ASK Speech Therapy for services as needed.

**12. LEGISLATION**

12.A. 2026-2027 Student Handbooks

**Recommended Motion(s):**

Approve the 2026-2027 Kiski Area School District Student Handbooks.

12.B. Cooperative Sponsorship Agreement - Swimming (ADDED SINCE THE INFORMATION MEETING)

**Recommended Motion(s):**

Approve the Cooperative Sponsorship Agreement with Apollo Ridge School District for Swimming per the attached agreement, pending final approval by the District solicitor.

**13. BILLS**

13.A. Food Service Payments

**Recommended Motion(s):**

Approve and ratify the attached list of food service fund payments for July 10, 2026, through August 10, 2026, for \$76,015.21.

13.B. Capital Project Payments

**Recommended Motion(s):**

Approve and ratify the attached list of capital project fund payments for July 10, 2026, through August 7, 2026, for \$789,261.49

13.C. General Fund Payments

**Recommended Motion(s):**

Approve and ratify the attached list of general fund payments for July 10, 2026, through August 7, 2026, for \$3,527,554.37.

**14. STUDENT ACTIVITIES**

14.A. Hire - Head Coach

**Recommended Motion(s):**

Hire Steve Cuhna as the 2026-2027 Girls Varsity Softball Head Coach at an annual salary of \$5,436, determined by the collective bargaining agreement. This approval is contingent upon the understanding that all necessary clearances are current and on file with the Athletic Department.

14.B. Cross Country Team Trip

**Recommended Motion(s):**

Approve the cross country team to travel and participate in the Carlisle Invitational, September 25-26, 2026. Costs will be paid by the Athletic Department and the boosters.

14.C. Winter Guard Trip

**Recommended Motion(s):**

Approve the Kiski Area Winter Guard to travel and compete in the Winter Guard International Power Regional in Bethlehem, PA, from March 19-21, 2027. Furthermore, approve the Kiski Area Winter Guard to travel and compete in the Winter Guard International World Championships in Dayton, OH, from April 7-11, 2027. To be paid for from funds budgeted within the 2026/2027 Music Department budget, with any additional costs paid for by the booster fundraising program.

14.D. 2026 - 2027 Band Volunteers

**Recommended Motion(s):**

Approve the attached list of volunteers for the 2026 - 2027 school year. This approval comes with the understanding that all clearances are current and on file with the music department.

14.E. Volunteer Coach

**Recommended Motion(s):**

Approve Brennan Foster as a volunteer coach for boys varsity soccer for the 2026-2027 school year. This approval is contingent upon the understanding that all clearances are current and on file with the Athletic Department.

14.F. Volunteer Coach (ADDED SINCE INFORMATION MEETING)

**Recommended Motion(s):**

Approve Geoff Treichler as a volunteer coach for Varsity Football for the 2026-2027 school year. This approval is contingent upon the understanding that all clearances are current and on file with the Athletic Department.

14.G. Volunteer Coaches (ADDED SINCE INFORMATION MEETING)

**Recommended Motion(s):**

Approve Aaron Fetty and Tyler Ross as volunteer coaches for Middle School Football for the 2026-2027 school year. This approval is contingent upon the understanding that all clearances are current and on file with the Athletic Department.

**15. CURRICULUM AND PROFESSIONAL DEVELOPMENT**

15.A. Assessment List

**Recommended Motion(s):**

Approve the 2026 - 2027 Kiski Area School District Testing Program.

**16. CONSTRUCTION**

16.A. PJ Dick Extension

**Recommended Motion(s):**

Approve the extension with PJ Dick through June 30, 2026, for \$34,144

**17. CITIZENS COMMENTS ON NON-AGENDA ITEMS**

**Speaker(s):** JENNA ROWE

17.A. The Board welcomes comments of a general nature relating to school board business from residents, taxpayers, employees and students of the District. We request that you limit your comments to three (3) minutes. All other rules for engaging the Board detailed in the earlier public comment period apply equally to this session.

**18. DIRECTORS COMMENTS**

**Speaker(s):** JENNA ROWE

## **19. ADJOURNMENT**

**Speaker(s):** JENNA ROWE

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# **Kiski Area East Primary**

## **August Board Report**

### **First Day of School**

Custodial and maintenance staff have been busy preparing the school for our first day of school which is scheduled for August 31. Staff and PTO volunteers will be on hand again this year to help guide students to their classrooms and ensure that the transition back to school is smooth for our children. We are also planning for PTO volunteers to assist with lunches (help to guide students through lunch lines, open packets, milk cartons, etc.) for our younger students during the first week of school.

### **Kindercamp**

Kindercamp, for incoming East Primary kindergarten students, is scheduled for August 17-20. Our newest learners will receive instruction in math and reading and learn about their upcoming daily routine. The program also helps raise the confidence level of students by creating familiarity with the school and routine procedures. Students who attend this program generally appear far less apprehensive on their first day of kindergarten. Lunch will also be served this year as part of the program so students can practice going through the line and entering their pin number.

### **Food Service Programs**

All students at East Primary are eligible to receive breakfast and lunch free of charge again this school year.

### **Meet the Teacher Night**

Meet the Teacher Night will be held on August 27 at East Primary. Classroom teachers will present to parents about the curriculum, classroom rules and expectations, and upcoming projects. Title I presentations for parents will also be held at the same times as parent visitation.

### **PTO Meeting**

Our first PTO meeting of the year is scheduled for Wednesday, September 16 from at 6 PM. Please join us to learn about opportunities for volunteering at East as well as the great things that happen here each and every day. Our officers for the 26-27 school year are:

|                   |                |
|-------------------|----------------|
| Ashleigh Hannigan | President      |
| Kristen Hemingway | Vice-President |
| Mary Emanuelson   | Treasurer      |
| Kayla Lorent      | Secretary      |

Information about joining the PTO is located on the East Primary webpage under the PTO tab.

### **New Faces at East Primary**

East Primary is proud to welcome several new staff members for the 26-27 school year. Mrs. Christina White will teach on our second-grade team; Ms. Alaina Baker will join our Kindergarten team; Ms. Megan Shepler and Ms. Madison Daugherty will join our Learning Support team; Max Garda will teach Technology Instruction; Ms. Sara Crissman will be at East as a Behavioral Specialist, and Tammy Goodwin will join our Classroom Assistant team at East Primary.

**South Primary**  
**August Board Report**

**Kinder Camp**

South Primary will facilitate our annual KinderCamp for all incoming kindergarten students the week of August 17, 2026. The program runs Monday through Thursday from 9 a.m. to 12 p.m. The main goal of KinderCamp is to ensure a smooth transition to our full-day kindergarten program. We want our students to feel comfortable entering the building and becoming familiar with our procedures and routines before the first day of school. There will also be a parent/guardian orientation during the week to help parents and guardians acclimate to our protocols and procedures.

**Kindergarten Orientation**

On August 20, 2026, we will conduct a Kindergarten Orientation for all incoming kindergarten parents. Multiple speakers from the district will present to the parents. The topics will include Skyward, school safety, curriculum, transportation, school schedules, procedures, and protocols. The program is from 10:30 a.m. to 12:00 p.m.

**Upcoming Events:**

Meet the Teacher - August 27, 4:30 pm - 8 pm

Staff - Professional Development, August 25 - 26

## August Board Report - KAUE

As we begin another exciting school year at Kiski Area Upper Elementary, we remain committed to the Kiski Area School District's mission of empowering all students to become productive citizens by providing meaningful educational experiences. At KAUE, our work is guided by the belief that we care about all students, all of the time, and we will never give up. Through our Cavs LEAD framework: Leadership, Empathy, Accountability, and Determination, we strive to create a school culture where every student is known, valued, challenged, and supported to reach their fullest potential. These core values serve as the foundation for our decisions, our relationships, and our daily commitment to student success.

Our goal is to foster a positive and engaging learning environment where students and staff are encouraged, inspired, and empowered to grow each day. We believe that strong relationships are at the heart of meaningful learning and that a safe, supportive school community allows students to develop both academically and personally. Through high expectations, collaborative partnerships with families, and a continued focus on Cavs LEAD, we are preparing students not only for success in the classroom but also for success as compassionate, responsible leaders in our community. It is a privilege and a blessing to serve the students, families, and staff of Kiski Area Upper Elementary alongside such an exceptional team.

Student schedules and locker assignments were made available to students and families on Monday, August 10. We appreciate everyone's patience throughout the scheduling process and are excited for students to begin preparing for the new school year. Our staff remains available to assist families with any scheduling questions or concerns to help ensure every student is ready for a successful start to the school year.

As we prepare for the year ahead, we are inviting students and families to visit the building, walk through their schedules, and get comfortable with the school layout on the following dates:

- **Tuesday, August 18** | 9:00 AM – 2:00 PM
- **Thursday, August 20** | 1:00 PM – 6:00 PM
- **Monday, August 24** | 9:00 AM – 2:00 PM

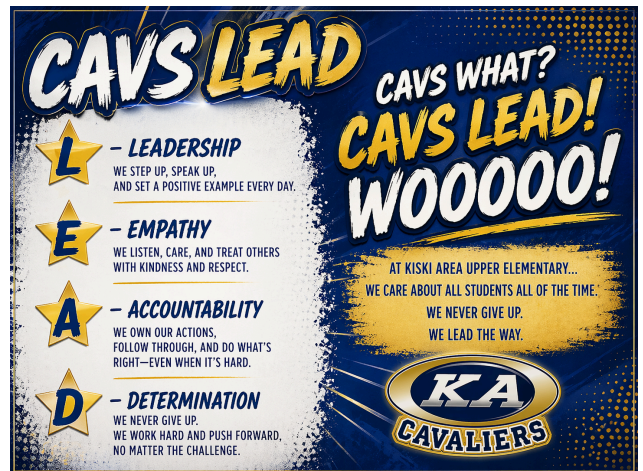
Additionally, our Meet the Teacher Night will be held on Thursday, August 27, from 4:00 PM to 8:00 PM. Students and families will have the opportunity to meet all of their teachers and tour the building. Our administration will provide presentations in the cafeteria throughout the evening as well to review our building-wide expectations and structures.

We value the trust you place in us each day and look forward to working alongside you throughout the school year. This is a responsibility we do not take lightly. We are honored to be part of all students' educational journey and cannot wait to welcome our students to Kiski Area Upper Elementary for the 2026-2027 year!

Cavs What? Cavs LEAD! WOOO!

Mrs. Maggie Nicholas  
Principal

Mr. Ryan Quinton  
Assistant Principal



# Kiski Area High School August 2026 Board Report

**Presenter:** Matt Smith

## **Backpack Bash**

The Annual Back to School Backpack Bash will occur on August 13th from 4-6pm in the high school atrium. Please see the flyer below for details.



## **Parking Passes**

The high school will begin selling parking passes on Monday, August 17th. The Student Council sold approximately 100 spots to seniors to be painted, and the painting has commenced in those spaces. 175 passes will be sold before school starts, and then a wait list will be created until we can fully examine how many cars we can fit in the gravel areas of the back parking lots.

## **Meet the Teacher Night**

Meet the Teacher night will be held from 4-8pm on August 27th at the High School.

## **First Football Game - Away @ Gateway**

The first football game of the season will be held on Friday, August 28th at 7:00pm at Gateway High School Football Field, Monroeville, PA. The student section theme for the first night is Beach Night.

## **Kiski Area School District Board of Directors Legislative Meeting Agenda (Monday, June 15, 2026)**

*Generated by Richard Liberto on Thursday, June 18, 2026*

### **Members present**

Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

### **Meeting called to order at 7:01 PM**

#### **1. Opening**

Procedural: [1.1 Call Meeting to Order](#)

Procedural: [1.2 Pledge of Allegiance](#)

Procedural: [1.3 Roll Call](#)

Mrs. Rowe announced that an executive session was held prior to tonight's meeting for the ACT 55 presentation by Dr. Roland.

#### **2. Superintendent Presentation/Report**

Reports: [2.1 Dr. Jason Lohr](#)

Reports: [2.2 Student Representative Report](#)

Reports: [2.3 Construction Report](#)

#### **3. Citizens' Comments on Agenda Items**

Procedural: 3.1 During this portion of the meeting, you may make comments about agenda items. As written in district policy, all citizen comments are limited to three (3) minutes. We request that your public comments focus on issues or policies and not people. Please state your name, community in which you reside, and the agenda item number you are addressing.

#### **4. Solicitor's Report**

Reports: [4.1 Mr. Ron Repak](#)

Mr. Repak discussed the cell phone legislation recently passed by the state legislature.

Mr. Repak announced that the district had an executive session prior to tonight's meeting to discuss the ACT 55 school safety presentation. He mentioned to the public that this is required by law. He also asked whether there were any parts of the presentation that Dr. Roland felt he could present in public; it would be good for them to hear exactly what the district is doing.

#### **5. Board Representative Reports**

Reports: [5.1 Northern Westmoreland Career and Technology Center](#)

Reports: [5.2 Westmoreland County Intermediate Unit #7](#)

Reports: [5.3 Pennsylvania School Boards Legislative Council](#)

Reports: [5.4 Kiski Area Education Foundation](#)

Reports: [5.5 Committee Reports](#)

#### **6. Reports to the Board**

Reports: [6.1 Financial Reports - 2026 - CLICK ON LINK UNDER PUBLIC CONTENT](#)

Reports: [6.2 Cash Summary and Investments](#)

Reports: [6.3 Schools and Departments Reports](#)

Reports: [6.4 Change Order Summary](#)

## 7. Approval of Minutes

Action: 7.1 Minutes

## 8. Communications

## 9. Old Business

## 10. Personnel

Motion to approve Items 10.1 through 10.10

Motion by Dawn Mellinger, second by Melissa Kowalkowski.

Final Resolution: Motion Passed

Aye: Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Action: 10.1 Resignation – Teacher

Accept the resignation of Ava Holbrook, learning support teacher at North Primary School, effective May 28, 2026.

Action: 10.2 Resignation – Sweeper

Accept the resignation of Jed Purdy, sweeper at the High School, effective at the end of the 2025-2026 school year.

Action: 10.3 Hire - Teacher (Correction from May 18, 2026)

Approve correcting the May 18, 2026, resolution for Hallie Zidek as a temporary professional employee on Step 2, Bachelors (\$59,751) per the collective bargaining agreement, effective with the 2026-2027 school year, pending receipt of all necessary clearances and required paperwork. (Certification(s) Pre-K-4)

Action: 10.4 Hire - Teacher (North Primary Learning Support)

Elect Amber Heppenstall as a temporary professional employee on Step 1, Bachelors (\$58,223) per the collective bargaining agreement, effective with the 2026-2027 school year, pending receipt of all necessary clearances and required paperwork. (Certification(s): Early Childhood PK-4, Special Education PK-8)

Action: 10.5 Hire - Teacher (East & South Primary Technology)

Elect Max Garda as a temporary professional employee on Step 1, Masters (\$60,003) per the collective bargaining agreement, effective with the 2026-2027 school year, pending receipt of all necessary clearances and required paperwork. (Certification(s): BCIT K-12)

Action: 10.6 Hire - Substitute Secretary

Approve hiring AnnaMarie Cricks as a substitute secretary at a rate of \$14.50 per hour. This approval is contingent upon the understanding that all necessary paperwork and clearances are on file.

Action: 10.7 2026 Kindercamp Teachers

Approve hiring the following individuals as teachers for the Kindercamp in August at the rate of \$25.50/hr.

|                      |               |
|----------------------|---------------|
| Alaina Baker         | East Primary  |
| Madison Daugherty    | East Primary  |
| Alexis Schreckengost | East Primary  |
| Taylor Allen         | North Primary |
| Mila Liberto         | North Primary |
| Hallie Zidek         | North Primary |
| Tammy Barton         | South Primary |
| Kelly Hodges         | South Primary |
| Tyler Kropelak       | South Primary |

Action: 10.8 2026 Extended School Year

Approve the following additional staff for the 2026 Extended School Year (ESY) program. The program will run from June 29, 2026 through July 23, 2026. This approval is contingent upon the understanding that all necessary paperwork, clearances, and certifications are on file.

ESY Teachers

Kelly Antonucci (Counselor)

Madison Daugherty

Nicole Dunmire

Action: 10.9 2026-2027 Supplemental Personnel

Approve the recommended individuals to fill the listed supplemental positions for the 2026-2027 school year at the annual salary according to the collective bargaining agreement, pending all clearances are current and on file.

Action: 10.10 Summer Workers - Facilities Department

Approve the following individuals as summer maintenance/custodian workers, effective July 1, 2026. To be used on an as-needed basis.

Bryce Hocolock  
Zach Hancock  
Douglas Peppler  
Racquel Broda

Action: 10.11 Creation of Director of Program Development and Compliance position (ADDED SINCE INFORMATION MEETING)

Motion to approve Item 10.11

Motion by Dawn Mellinger, second by Melissa Kowalkowski.

Final Resolution: Motion Passed 8-1

Roll Call Vote Aye: Jenna Rowe, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Nay: Dr Amy Halter

## **11. Finance**

Motion to approve items 11.1 and 11.4 through 11.10 was made by Dr Halter, and second by Mrs. Kowalkowski. Motion passed 9-0

Action: 11.1 2026-2027 MOU Agreement - Westmoreland Community Action

Approve the Memorandum of Understanding Agreement between the Kiski Area School District and Westmoreland Community Action Head Start/Early Head Start, effective July 1, 2026, through June 30, 2027.

Action: 11.2 2026-2027 Real Estate Tax Rate

Approve the real estate tax rates for the 2026-2027 fiscal year as follows:

114.83 mills on the assessed value of all taxable real estate in Westmoreland County

(\$114.83 per \$1000 of assessed value) 3.15% Increase

40.98 mills on the assessed value of all taxable real estate in Armstrong County

(\$40.98 per \$1000 of assessed value) -5.45% Decrease

Motion by Dawn Mellinger, second by Melissa Kowalkowski.

Final Resolution: Motion Passed 5-4

Roll Call Vote Aye: Jenna Rowe, Nicole Kamer, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Nay: Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Cheri Croney

Action: 11.3 2026-2027 Final Budget Adoption

Approve the 2026-2027 General Fund Budget Certification, which has expenditures of \$73,533,302 and revenues of \$73,533,302.

|                           |              |         |              |
|---------------------------|--------------|---------|--------------|
| Instruction               | \$43,184,489 | Local   | \$34,155,993 |
| Support Services          | \$23,552,950 | State   | \$38,077,309 |
| Non-Instructional Service | \$1,759,863  | Federal | \$1,300,000  |
| Debt Service & Others     | \$5,036,000  |         |              |
| Total Budget              | \$73,533,302 |         | \$73,533,302 |

Motion by Dawn Mellinger, second by Melissa Kowalkowski.

Final Resolution: Motion Passed 5-4

Roll Call Vote Aye: Jenna Rowe, Nicole Kamer, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Nay: Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Cheri Croney

Action: 11.4 Contract Extension - Nickles Bakery

Approve the contract extension with Nickles Bakery through June 30, 2027, per the attached agreement.

Action: 11.5 Approval of Contract Renewal for Advanced Network and Cybersecurity Support Services with Stillions IT Consulting, LLC

Approve the Network and Cybersecurity Support Contract renewal between Kiski Area School District and Stillions IT Consulting, LLC, effective July 1, 2026, through June 30, 2027.

Action: 11.6 School Dentist

Appoint Dr. Annette Merlino to continue as the Kiski Area School District dentist for the 2026-2027 school year at the rate of \$5.00 per student (no change).

Action: 11.7 School Physician

Appoint Dr. Daniel DeFelice with Allegheny Clinic to continue as the Kiski Area School District physician for the 2026-2027 school year at a total annual cost of \$10,000. Per the attached agreement.

Action: 11.8 Accept the Arconic Grant

Accept the receipt of the 2026 Arconic Foundation Grant in the amount of \$30,000. To be used for CAVS Creative Commons: A Library for Storytellers, Readers, and Dreamers, beginning July 1, 2026.

Action: 11.9 Accept Duda Cable Donation (ADDED SINCE INFORMATION MEETING)

Accept a donation from Duda Cable Construction, Inc., valued at approximately \$25,000, consisting of fiber optic cable, related materials, and installation services to establish network connectivity between Kiski Area High School, the new Maintenance Building, and the football stadium area.

Action: 11.10 Armstrong County Land Bank Agreement (ADDED SINCE INFORMATION MEETING)

Approve the Memorandum of Understanding between the Redevelopment Authority of the County of Armstrong, Parks Township, and Kiski Area School District for an intergovernmental cooperation agreement to support and assist the Armstrong County Landbank.

Action: 11.11 Approve Tax Collector Hyde Park (ADDED SINCE INFORMATION MEETING)

Approve an agreement with Berkheimer whereunder Berkheimer is appointed as the deputy tax collector for Hyde Park Borough, Westmoreland County, for the collection of real estate taxes for the term of three (3) years, herein defined, together with such extensions as may be agreed upon, said tax enactment having been adopted under and pursuant to the authority of the Pennsylvania local tax collection law.

Motion by Dawn Mellinger, second by Melissa Kowalkowski.

Final Resolution: Motion Passed 7-2

Roll Call Vote Aye: Jenna Rowe, Nicole Kamer, Stephanie Jankowski, Dr Christina Mease, Steven Litz, Melissa Kowalkowski, Cheri Croney

Nay: Dr Amy Halter, Dawn Mellinger

## **12. Legislation**

Motion by Melissa Kowalkowski, second by Cheri Croney.

Final Resolution: Motion Passed

Aye: Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Action: 12.1 2026 PSBA Delegates

Approve Dr. Christina Mease and Dr. Amy Halter as the 2026 PSBA Delegates to attend the Delegate Assembly meeting on Saturday, November 7, 2026, at Mountain View Middle School in Cumberland Valley School District.

## **13. Bills**

Motion by Dr Amy Halter, second by Steve Litz.

Final Resolution: Motion Passed

Aye: Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Action: 13.1 Food Service Payments

Approve and ratify the attached list of food service fund payments for May 9, 2026, through June 10, 2026, for \$257,957.03.

Action: 13.2 Capital Project Payments

Approve and ratify the attached list of capital project fund payments for May 11, 2026, through June 10, 2026, for \$702,666.82.

Action: 13.3 General Fund Payments

Approve and ratify the attached list of general fund payments for May 9, 2026, through June 10, 2026, for \$1,673,320.08.

**14. Student Activities**

Amended motion 14.1 to add Todd Sterlitz as Varsity Swim Coach at a salary of \$7083.00

Motion by Dawn Mellinger second by Stephanie Jankowski.

Final Resolution: Motion Passed

Aye: Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski, Dr Christina Mease, Steven Litz

Action: 14.1 Hire - Athletic Supplemental Positions

Approve the following coaches for the 2026-2027 school year at the annual salary determined by the collective bargaining agreement. This approval is contingent upon the understanding that all necessary clearances are current and on file with the Athletic Department.

Action: 14.2 Athletic Game/Event Workers

Approve the following individuals as game/event workers for the 2026-2027 school year at the rate according to the collective bargaining agreement, pending all clearances are current and on file with the Athletic Department.

Ryan Berberich

Kristian Clayton

Madison Porter

Action: 14.3 Athletic Game/Event Workers - Student

Approve the following students as game/event workers for the 2026-2027 school year at the contracted rate.

Bryce Bowman

Cody Carion

Gavin Murphy

Paxton Newell

Jackson Pollick

Dominic Roland

Teegan Shirley

Action: 14.4 Volunteer Coaches

Approve the following individuals as volunteer coaches for the 2026-2027 school year. This approval is contingent upon the understanding that all clearances are current and on file with the Athletic Department.

Action: 14.5 Approval of Foreign Exchange Sponsoring Organization (ADDED SINCE LEGISLATION)

Approve Ayusa International as an authorized foreign exchange student sponsoring organization for the 2026-2027 school year, in accordance with Board Policy 239, and authorize the Superintendent or designee to proceed with the enrollment of a foreign exchange student sponsored by Ayusa International, provided all eligibility requirements outlined in Board Policy 239 and applicable state and federal regulations, including but not limited to possession of a valid J-1 visa, have been met.

**15. Curriculum and Professional Development**

**16. Construction**

**17. Citizens' Comments on Non-Agenda Items**

Procedural: 17.1 The Board welcomes comments of a general nature relating to school board business from residents, taxpayers, employees, and students of the district. We request that you limit your comments to three (3) minutes. All other rules for engaging the Board, as detailed in the earlier public comment period, apply equally to this session.

**18. Closing**

18.1 Directors' Comments

Mrs. Rowe talked about the tax increase; small increases are better than what the district has done in the past, when we raised them very high to make up for years of no increase.

All board members thanked Duda Cabling for their donation.

Dr Halter voted against the tax increase because she thought there would be more for us to cut.

## 18.2 Adjournment

Motion by Dawn Mellinger, second by Stephanie Jankowski.

Final Resolution: Motion Passed

Aye: Jenna Rowe, Dr Amy Halter, Dawn Mellinger, Melissa Kowalkowski, Nicole Kamer, Cheri Croney, Stephanie Jankowski,  
Dr Christina Mease, Steven Litz

| Bus - CDL       |                 |
|-----------------|-----------------|
| Last Name       | First Name      |
| Anderson        | Edward          |
| Artman          | Andrew          |
| Artman          | Heather         |
| Baustert        | Robert          |
| Counts          | Terry           |
| Crocker         | Kevin           |
| Daniel          | Willie          |
| DiBiasio        | John            |
| Dick            | Jason           |
| Gervais         | Kelley          |
| Gestner         | William         |
| Harris          | Dale            |
| Jankowski       | Zachary         |
| Jocuns          | Tiffany         |
| Kozlowski       | Raymond         |
| Kunkle          | Richard         |
| Ladik           | John            |
| Lockhard        | Michelle        |
| London          | Sarah           |
| Mangus          | Daniel          |
| Mangus          | Kimberly        |
| Matusiak        | Richard         |
| Medice          | Raymond         |
| Moore           | Darwin          |
| Morrison        | Jill            |
| Moses           | Tohwa           |
| Olszewski       | Joseph          |
| Pellish         | Lynette         |
| Pierce          | Wanda           |
| Prasnikar       | Paul            |
| Redemer         | Jennifer        |
| Riggle          | Michael "Dan"   |
| Roberts         | Perry           |
| Schiavo         | Peter           |
| Spicher         | William "Spike" |
| Spisak          | George          |
| Talmadge        | Ed              |
| Thompson-Martin | Linda           |
| Wadsworth       | Stephan         |
| Williams        | James           |
| Zanewicz        | Dennis          |

| Van          |                |
|--------------|----------------|
| Last Name    | First Name     |
| Bernard      | Owen           |
| Brzezinski   | Alan           |
| Conroy       | Penny          |
| Davidson     | Hydie          |
| Goedicke     | Mary "Lou"     |
| Goedicke     | Michael        |
| Goodiski     | Vince          |
| Henry        | Stacy          |
| Hollobaugh   | Tammy          |
| Kruel        | Timothy        |
| Nuscis       | Vianna         |
| Orkwis       | David          |
| Sadowski     | Michael        |
| Shoup        | Adam           |
| Silvis       | Robert         |
| Sipes-Martin | Candace        |
| Smith        | Deborah        |
| Strayer      | Megan "Matteo" |
| Swetic       | Shawn          |
| Szymczak     | Michael        |
| Talmadge     | Gayle          |
| Tarosky      | Mark           |
| Tarosky      | Patricia       |
| Truckley     | Emily          |
| Weber        | Bonny          |

| Spares    |            |
|-----------|------------|
| Last Name | First Name |
| Addison   | Veronica   |
| Baird     | William    |
| Hughes    | Ronnell    |
| Johnson   | Ella Winn  |
| Moran     | Mark       |
| Myers     | Timothy    |
| Myers     | Richard    |
| Ribblet   | Melanie    |
| Thompson  | Mary Pat   |

| AID       |            |
|-----------|------------|
| Last Name | First Name |
| Van Jura  | John       |
| Spisak    | Nicole     |



## **Kiski Area School District**

200 Poplar Street, Vandergrift, PA 15690

Position Title: **Assistant to the Director of School Safety**  
Location: District-Wide  
Reports To: Assistant to the Superintendent for K-12 Education and School Safety  
Term: 12- month  
Salary & Benefits: Stipend Position: \$5,000/Year

### **Minimum Qualifications:**

- Pennsylvania Principal Certification
- Demonstrated knowledge of best practices related to school safety. Experience preferred
- Strong organizational, analytical, and problem-solving skills.
- Experience developing systems, procedures, and organizational structures.
- Ability to analyze data and utilize information to improve district operations

**Job Goal:** The Assistant to the Director of School Safety provides support to the Assistant to the Superintendent for K-12 Education and School Safety in coordinating and implementing the District's school safety, emergency preparedness, threat assessment, and security initiatives. The Assistant to the Director of School Safety will assist with districtwide planning, communication, training, and coordination while continuing to fulfill the responsibilities of the individual's primary administrative position.

This position is intended to strengthen the District's capacity to maintain safe, secure, and supportive learning environments for students, employees, and visitors. This position will serve as a resource to building administrators and will carry out assigned safety-related responsibilities under the direction of the Assistant to the Superintendent for K-12 Education and School Safety

### **Essential Duties and Responsibilities:**

The school district reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

#### **School Safety Planning and Coordination**

- Assist the Director of School Safety with the development, implementation, review, and refinement of districtwide safety and emergency preparedness procedures.
- Support the coordination of safety initiatives across District buildings to promote consistency in practices, expectations, and communication.
- Assist in reviewing building-level emergency plans and identifying areas that may require clarification, revision, or additional support.
- Participate in school safety meetings, planning sessions, walkthroughs, exercises, and other activities as assigned.
- Assist with follow-up actions resulting from safety assessments, drills, exercises, incidents, or recommendations from law enforcement and other safety partners.

#### **Safety Drills and Emergency Preparedness**

- Assist with the planning, scheduling, coordination, and documentation of required and recommended safety drills.

## Job Description

### Assistant to the Director of School Safety

- Work with building administrators to promote consistency in the implementation of fire, severe weather, lockdown, evacuation, reunification, and other emergency drills.
- Help develop drill guidance, communication materials, checklists, after-action documents, and other resources for administrators and staff.
- Participate in the review of drill outcomes and assist with identifying areas for improvement.
- Support the planning and implementation of tabletop exercises and other emergency preparedness activities.
- Assist with maintaining appropriate records related to drills, exercises, and emergency preparedness efforts.

### Threat Assessment Support

- Serve as a resource to administrators and members of the District's threat assessment teams.
- Assist with the implementation of the District's threat assessment procedures and protocols.
- Support building administrators in understanding referral processes, documentation expectations, team responsibilities, and follow-up procedures.
- Participate in threat assessment meetings when requested and appropriate.
- Assist with coordinating information among administrators, student services personnel, school resource officers, law enforcement, and other individuals involved in the threat assessment process.
- Maintain confidentiality and handle sensitive safety and student information in accordance with District policy and applicable requirements.
- Assist the Director of School Safety in reviewing threat assessment practices and identifying opportunities for additional training or procedural improvement.

### Coordination with School Resource Officers and Law Enforcement

- Assist the Director of School Safety in coordinating with school resource officers, local law enforcement agencies, emergency responders, and other public safety partners.
- Support communication between school administrators and school resource officers regarding safety concerns, procedures, events, drills, and building needs.
- Participate in meetings with law enforcement and emergency response partners as assigned.
- Assist with planning for school events or circumstances that may require additional safety or law enforcement coordination.
- Help ensure that administrators understand the appropriate processes for contacting and involving school resource officers or outside law enforcement.
- Support positive and professional working relationships between District personnel and public safety agencies.

### Safety-Related Communication

- Assist with the development and distribution of safety-related communications for administrators, employees, students, families, and the community, as directed.
- Help prepare communications related to drills, safety procedures, emerging concerns, school incidents, or changes in District safety practices.
- Support timely and consistent communication among the District office, building administrators, school resource officers, and other relevant personnel.
- Assist with maintaining safety-related templates, contact lists, procedural documents, and communication resources.

- Provide administrators with practical guidance regarding internal safety communication and the appropriate escalation of concerns.
- Assist the Director of School Safety and Superintendent with incident-related communication when requested.

### **Training and Staff Support**

- Assist with the planning and delivery of safety-related training for administrators, faculty, staff, substitutes, coaches, volunteers, and other appropriate groups.
- Serve as a resource to building administrators regarding emergency procedures, drills, threat assessment, and general school safety practices.
- Help develop practical training materials, reference guides, checklists, and presentation resources.
- Support the onboarding of new administrators or other personnel who require an understanding of District safety procedures.
- Promote staff awareness of established reporting procedures, emergency protocols, and available safety resources.

### **Incident Support and Follow-Up**

- Assist the Director of School Safety during or following school safety incidents, as assigned.
- Support the coordination of administrative response efforts when additional assistance is needed.
- Assist with gathering information, documenting actions, organizing timelines, and completing follow-up activities.
- Participate in post-incident reviews and help identify recommended improvements to procedures, communication, or training.
- Support continuity of safety operations when the Director of School Safety is unavailable or managing other administrative responsibilities.
- Perform assigned safety-related duties while respecting the authority and responsibilities of the building principal or administrator in charge.

### **General Responsibilities**

- Maintain regular communication with the Director of School Safety regarding ongoing priorities, concerns, incidents, and assigned projects.
- Exercise sound professional judgment and maintain confidentiality in all safety-related matters.
- Remain knowledgeable about District policies, procedures, emergency plans, and school safety expectations.
- Participate in relevant professional development and training opportunities.
- Assist with the review of safety-related resources, equipment needs, procedures, and recommendations.
- Maintain accurate and organized records as assigned.
- Collaborate effectively with administrators, faculty, staff, school resource officers, law enforcement agencies, emergency responders, students, families, and community partners.
- Carry out responsibilities in a manner that supports a safe, respectful, and student-centered school environment.
- Perform other safety-related duties as assigned by the Director of School Safety or Superintendent.

**WESTMORELAND INTERMEDIATE UNIT  
MASTER SERVICES AGREEMENT  
SY 2026-27**

**Attachment D– Statement of Work Form**

After the Services Intention Form (Attachment B) is approved by the District/CTC/School/Organization Board, any additional agreed-upon requested services not listed in Attachment B, will be identified through the Statement of Work Form (Attachment D). The District/CTC/School/Organization will sign the form below and provide a purchase order for the requested services.

**Part A-Completed by the Administrative Service Leader**

Complete this form using MS Word. After securing the WIU signatures, save the executed document as a PDF and send it to the District/CTC/School/Organization for their signatures.

Select the team of which the service is being requested:

- ☐ Curr. & PL Services      ☐ Early Childhood Services      ☐ Educational Enterprise Services  
☐ Executive Services      ☐ Financial Services      ☒ Student Services  
☐ Technology & Innovation Services

District/CTC/Charter School Requesting Statement Work: Kiski Area School District

Date of Request: 7/23/2026

|                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Describe the Requested Service</i></b><br><b>Describe Need, e.g., days or FTE, # of Students</b><br><b>(Attached appropriate documents, as needed)</b> |
| Westmoreland Intermediate Unit Global Wordsmiths Consortium                                                                                                  |

|                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WIU Proposed Statement of Work</b><br><b>Provide a detailed list item(s), description(s), quantities, unit and total costs</b><br><b>(Attached appropriate documents, as needed)</b>                                                                                                                                |
| Enter into an agreement for participation in the Westmoreland Intermediate Unit Global Wordsmiths Consortium for interpretation and translation services, as provided by Global Wordsmiths doing business as Global Wordsmiths, LLC. All services, terms, and associated costs are defined in the attached Appendix A. |
| Payment of Rendered Services:<br>Use of over-the-phone language interpretation services and on-demand video interpretation will be reconciled monthly through an invoice based on usage data provided by Global Wordsmiths to the Westmoreland Intermediate Unit.                                                      |
| Use of scheduled on-site consecutive interpretation and document translation services will be invoiced directly to the district by Global Wordsmiths.                                                                                                                                                                  |

**Scope Clarification:**

This Statement of Work is separate from all other English as a Second Language services provided by the Westmoreland Intermediate Unit. Services provided under this Statement of Work will be reviewed annually to ensure continued satisfactory service delivery and cost-effective use of resources.

**WESTMORELAND INTERMEDIATE UNIT**

Print/Type Name: Adam Zawalsh

Signature:   
Administrative Service Leader

Date: 07/28/2026

Print/Type Name: Rebecca Honrath

Signature:   
Team Director

Date: 07/28/2026

**Part B-Completed by Requesting District/CTC/School/Organization**

By executing this document, we agree to receive and pay for the services identified above and will provide a purchase order when returning this form to the WIU Administrative Service Leader.

**DISTRICT/CTC/SCHOOL/ORGANIZATION**

Print/Type Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Requester

Print/Type Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent/Director/CEO

**Submit this executed document, along with a Purchase Order to the WIU  
Administrative Service Leader**

**You will be invoiced for the new service.  
Please wait for the WIU Invoice before paying it.**

**Part C-Directions for the WIU Administrative Service Leader**

1. Scan and save this form with the associated purchase order using the following naming convention: "SY-District/CTC/Charter-MSA-Attachment D-SOW-Brief Description" Here is an example: "2026-27-Greater Latrobe-MSA-Attachment D-SOW-Custom Safety Training Workshop Series"

2. Send copies of this fully executed document and the Purchase Order to the following individuals
  - a. Your Team Director
  - b. Financial Services Director
  - c. Executive Director
3. Upload copies of this fully executed document and the Purchase Order to the Concord System with the following naming conventions- "SY-District/CTC/Charter-MSA-Attachment D-SOW-Brief Description" Here is an example: "2026-27-Greater Latrobe-MSA-Attachment D-SOW-Custom Safety Training Workshop Series"



global wordsmiths

# SCHEDULE OF FEES

Westmoreland Intermediate Unit Promotional Rates for Constortium Members:  
July 2026- June 2027 Rates

## ONSITE CONSECUTIVE INTERPRETATION

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | RATES     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|
| <b>GROUP I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |           |
| Arabic, French, Kurdish, Polish, Portuguese, Spanish                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | \$65/hour |
| <b>GROUP II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |           |
| ASL, Azerbaijani, Belarusian, Berber, Bulgarian, Burmese, Cebuano, Chinese (Mandarin and Cantonese), Dari, Farsi, Fiji Hindi, Fulani, German, Haitian Creole, Hausa, Hindi, Ilonggo "Hiligaynon", Japanese, Italian, Kazakh, Kikongo Kikuyu, Kinyarwanda, Kirundi, Korean, Kyrgyz, Lingala, Mon, Nepali, Pashto, Persian, Punjabi, Romanian, Russian, Swahili, Tagalog, Taiwanese, Telugu, Turkish, Turkmen, Ukrainian, Urdu, Uzbek, Vietnamese, Waray                                                                                                                                                                                                                                                                                                    |  | \$70/hour |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |           |
| Onsite Consecutive Interpretation is billed at a minimum of 2 hours or requested duration (whichever is greater). Sessions are then billed per 15-minute unit (rounding up to the nearest unit). Mileage is billed at the standard rate set by the Internal Revenue Service. Parking expenses incurred by the Interpreter are billable. Scheduled sessions cancelled by Client with less than 24 business hours' notice will be billed the requested duration or contractual minimum (whichever is greater). Onsite cancellations and same day cancellations in which interpreters have driven to the appointment are subject to mileage and parking expenses. Any new language offerings not explicitly listed above will be included in Group II rates. |  |           |



# PRE-SCHEDULED VIDEO INTERPRETATION

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RATES     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Acehnese, Arabic, Azerbaijani, Belarusian, Bengali, Berber, Bosnian, Bulgarian, Burmese, Cebuano, Chinese (Mandarin and Cantonese), Dari, Farsi, French, Fiji Hindi, Fulani, German, Hausa, Haitian Creole, Hindi, Hindko, Hokkien, Ilonggo "Hiligaynon", Italian, Japanese, Kazakh, Kikongo, Kikuyu, Kinyamulenge, Kinyarwanda, Kirundi, Korean, Kurdish, Kyrgyz, Lingala, Maay Maay, Min Nan, Mon, Nepali, Pashto, Persian, Polish, Portuguese, Punjabi, Rohingya, Romanian, Russian, Serbo-croatian, Somali, Spanish, Swahili, Taiwanese, Tagalog, Telugu, Turkish, Turkmen, Ukrainian, Urdu, Uzbek, Vietnamese, Waray | \$60/hour |
| ASL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$70/hour |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
| All Pre-Scheduled Video Interpretation is billed at a 1-hour minimum. Sessions lasting longer than 1 hour are then billed per 15-minute unit (rounding up to the nearest unit). Sessions canceled within less than one business day are billed at 100% of the full rate.                                                                                                                                                                                                                                                                                                                                                  |           |

# ON-DEMAND VIDEO INTERPRETATION (VRI)

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | RATES         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Arabic, Basa Sunda, Bengali, Bembe (Kibembe), Bosnian, Brazilian Portuguese, Burmese, Cape Verde Creole, Chinese (Mandarin and Cantonese), Chinese Shanghaiese, Dari, Farsi, Filipino (Tagalog), French, French Canadian, French Creole, Haitian Creole, Hindi, Hungarian, Karen, Karen Pow, Khmer (Cambodian), Kurdish (Sorani), Kinyarwanda, Kiswahili, Korean, Kurdish (Badini), Malayalam, Mongolian, Nepali, Pashto, Persian, Polish, Continental Portuguese, Punjabi, Romanian, Russian, Somali, Spanish, Swahili, Tigrinya, Ukrainian, Urdu, Vietnamese, Wolof | \$1.15/minute |
| ASL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$1.80/minute |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| All On-Demand Video Interpretation is billed at a 15-minute minimum. Video calls are rounded up to the nearest whole minute. VRI Interpreters are available 24/7.                                                                                                                                                                                                                                                                                                                                                                                                     |               |
| If VRI is not available, the request will automatically route to On-Demand Phone Interpretation (OPI) Audio, unless it is ASL which follows different rates for after hours and on weekends. Additional rates apply for Legal/CDI ASL interpretation.                                                                                                                                                                                                                                                                                                                 |               |



# ON-DEMAND OVER-THE-PHONE INTERPRETATION (OPI)

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RATES         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>24/7 ON-DEMAND LANGUAGES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| <p>Acehnese, Aguateco (Mayan), Afrikaans, Albanian, Algerian, Amharic, Arabic, Armenian, Azerbaijani, Bahasa (Malaysian), Bambara, Basa Sunda, Belarusian, Bemba, Bembe (Kibembe), Bengali, Bosnian, Bulgarian, Burmese, Cambodian, Cantonese (Chinese), Cape Verdean Creole, Cebuano, Chadian Arabic, Croatian, Chuukese, Czech, Dari, Dinka, Dzongkha, Ewe, Fante, Farsi, Filipino (Tagalog), French, French Canadian, French Creole, Fuqing (Chinese), Fulani, German, German Pennsylvania Dutch, Greek, Gujarati, Haitian Creole, Hakha (Chin), Hausa, Hebrew, Hindi, Hindko, Hmong, Hunan, Hungarian, Igbo, Ilocano, Indonesian, Italian, Ixil (Mayan), Jakaltek (Popti), Japanese, Jordanian, K'iche (Mayan), Kabiye, Karen, Kazakh, Khmer (Cambodian), Kibajuni (Bajuni), Kikongo, Kikuyu, Kinyamulenge, Kinyarwanda, Kirundi (Rundi), Kiswahili, Korean, Kurdish (Bahdini), Kurdish (Kurmanji), Kurdish (Sorani), Laotian, Lebanese Arabic, Lingala, Luganda, Luo, Maay Maay (Mai Mai), Macedonian, Malayalam, Malaysian, Mandingo, Mandarin (Chinese), Marshallese, Moldovan, Mongolian, Neapolitan, Nepali, Oromo, Pashto, Persian, Polish, Portuguese, Punjabi, Q'anjob'al (Mayan), Qeqchi (Kekchi), Quechua, Quiche (Mayan), Rohingya, Romanian, Russian, Samoan, Sango, Serbian, Shanghainese (Chinese), Shona, Slovak, Slovenian, Somali, Spanish, Sri Lankan (Tamil), Sudanese Arabic Creole, Swahili, Tajik, Telugu, Teochew, Thai, Tibetan, Tigrinya, Turkish, Turkmen, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Wolof, Yemeni Arabic, Yoruba, Zomi (Chin), and Zulu.</p> | \$0.95/minute |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| <p>All On-Demand OPI services are billed at a 5-minute minimum. Phone calls are rounded to the nearest whole minute.</p> <p>For languages where on-demand phone interpretation is unavailable and/or Client prefers to pre-schedule, the Client will be charged an additional rate with a 1.5 hour minimum. Scheduled phone interpretation that is canceled by Client with less than 72 business hours notice will be billed the requested duration or 1.5 hours (whichever is greater).</p> <p>Language availability is subject to change.</p> <p>Contact us for the full list of languages available.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |



# REMOTE SIMULTANEOUS INTERPRETATION (RSI)

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | RATES                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--|
| All Languages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Contact us for a custom quote. |  |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                |  |
| All RSI assignments include 2 Interpreters and resources for the host. Appointments are rounded up to the nearest whole unit. An additional \$65/hour (billable in 15-minute units) charge is applied to preparation time by Interpreters to review materials and agenda items in advance. This charge is also applied to planning, logistics, and technical meetings held prior to the session. Scheduled sessions that are cancelled by Client with less than 72 business hours' notice will be billed the requested duration or contractual minimum (whichever is greater). Additional fees may apply for services requiring custom phone lines or recording. |  |                                |  |

# ONSITE SIMULTANEOUS INTERPRETATION (OSI)

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | RATES                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------|--|
| All Languages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Contact us for a custom quote |  |
| NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                               |  |
| All OSI assignments include 2 Interpreters, headsets for participants, and resources for the host. Appointments are rounded up to the nearest whole unit. An additional \$65/hour (billable in 15-minute units) charge is applied to the time spent by Interpreters reviewing materials and agenda items in advance. This charge is also applied to planning, logistics, and technical meetings. Scheduled sessions that are cancelled by Client with less than 72 business hours' notice will be billed the requested duration or contractual minimum (whichever is greater). |  |                               |  |

# SPECIALIZED INTERPRETATION: LEGAL

| LANGUAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | RATES     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|--|
| All Languages for Certified/Qualified interpreters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | \$80/hour |  |
| <b>NOTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |           |  |
| <p>Specialized Legal appointments are billed at a 2-hour minimum for Onsite, Pre-Scheduled Video and Pre-Scheduled Phone. Specialized rates apply to any appointment pertaining to legal proceedings, court hearings, trials, depositions, arbitrations, attorney-client meetings, probation or law enforcement interviews, immigration-related interviews, and any meeting where an attorney is present and the subject matter involves pending or potential litigation. Sessions lasting longer than the minimum are then billed per 15-minute unit (rounding up to the nearest unit). Travel time is billed at \$50/hour in addition to mileage charges. Mileage is billed at the standard rate set by the Internal Revenue Service. Scheduled sessions that are cancelled by Client with less than 24 business hours' notice will be billed the requested duration or contractual minimum (whichever is greater). Onsite cancellations and same day cancellations in which interpreters have driven to the appointment are subject to mileage and parking expenses.</p> |  |           |  |



# TRANSLATION SERVICES

## RANGE PER WORD

### GROUP 1

|                                          |                  |
|------------------------------------------|------------------|
| AI Translation + Human Editing.....      | \$ 0.08 - \$0.10 |
| Human Translation.....                   | \$ 0.13 - \$0.16 |
| Translation, Editing & Proofreading..... | \$ 0.19 - \$0.21 |

Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Italian, Portuguese, Russian, Spanish, Ukrainian

### GROUP 2

|                                          |                  |
|------------------------------------------|------------------|
| AI Translation + Human Editing.....      | \$ 0.14 - \$0.17 |
| Human Translation.....                   | \$ 0.17 - \$0.22 |
| Translation, Editing & Proofreading..... | \$ 0.23 - \$0.27 |

Albanian, Armenian, Azerbaijani, Bengali, Bosnian, Croatian, Czech, Danish, Dari, Dutch, Estonian, Farsi, Filipino, Finnish, Georgian, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hungarian, Indonesian, Japanese, Korean, Kurdish, Latvian, Lithuanian, Nepali, Pashto, Polish, Punjabi, Romanian, Serbian, Slovak, Slovenian, Swahili, Swedish, Thai, Turkish, Urdu, Uzbek, Vietnamese

### GROUP 3

|                                          |                  |
|------------------------------------------|------------------|
| AI Translation + Human Editing.....      | \$ 0.19 - \$0.22 |
| Human Translation.....                   | \$ 0.23 - \$0.25 |
| Translation, Editing & Proofreading..... | \$ 0.33 - \$0.35 |

Afar, Afrikaans, Amharic, Burmese, Cambodian, Dzongkha (Bhutani), Ewe, Hakha Chin, Hmong, Igbo, Karen, Kazakh, Khmer (Cambodian), Kinyarwanda, Kirundi, Kizigua, Kyrgyz, Lao (Laotian), Lingala, Maay Maay, Malay, Mandinka, Marshallese, Oromo, Rohingya, Samoan, Serbo-Croatian, Somali, Tagalog, Tajik, Tamil, Telugu, Tibetan, Tigrinya, Turkmen, Twi, Yoruba



# NOTES AND TRANSLATION FEES

*Each language is priced individually within the ranges shown  
(breakdown available upon request)*

|                                                |                                                                                             |
|------------------------------------------------|---------------------------------------------------------------------------------------------|
| Minimum Charges:                               | \$30                                                                                        |
| Desktop publishing<br>(DTP)/Formatting:        | \$40 per hour                                                                               |
| Notarized Fee:                                 | \$45 (including standard mailing)                                                           |
| Courier Drop off/Mailing Fee:                  | \$25                                                                                        |
| Rush Charge (Turnaround in 2<br>Business Days) | Under 2,000 words +\$0.02 per word<br>2,000-4,000 words: +50%<br>5,000+ words: custom quote |
| Technical Translation & Special<br>Requests    | Custom Quote                                                                                |

*Proofreading & copy editing as stand-alone services are available only for documents not originally translated by Global Wordsmiths.*

*Please note that language availability for all services is subject to change.*

## CONTACT US

Please feel free to contact Meredith Getachew at [meredith@globalwordsmiths.com](mailto:meredith@globalwordsmiths.com) at any time with questions about billing or fees.

**Thank you!**



[meredith@globalwordsmiths.com](mailto:meredith@globalwordsmiths.com)



(472) 228-0240



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

# **ALLEGHENY INTERMEDIATE UNIT COMPREHENSIVE SERVICES AGREEMENT – 2026-2027**

This Comprehensive Services Agreement (“Agreement”) is made this **1st** day of **July, 2026** (the “Effective Date”), by and between the ALLEGHENY INTERMEDIATE UNIT (“AIU”), and the **Kiski Area School District** (“District/School”) (collectively, “Parties”).

**WHEREAS**, the AIU is a regional education service agency that provides specialized services to Allegheny County’s 42 suburban school districts, five career and technical schools, charter schools and numerous other organizations throughout the area; and

**WHEREAS**, the District/School wishes to receive certain services from the AIU in exchange for agreed-upon fees; and

**WHEREAS**, this Agreement does not obligate the District/School to purchase any particular service from the AIU, but pertains to services that the District/School chooses to receive.

**NOW, THEREFORE**, for good and adequate consideration and with the intent to be legally bound, the Parties agree as follows.

**1. Scope.** The terms of this Agreement, while in effect, shall apply to the AIU’s provision of services to the District/School and shall be deemed to be incorporated into all of the Parties’ contemporaneous and subsequent agreements through which the AIU provides services and the District/School receives such services. To the extent the terms of this Agreement and those of a contemporaneous or subsequent agreement conflict, the terms of the other agreement shall control.

**2. Duration.** This Agreement shall commence as of the Effective Date and shall remain in effect through **June 30, 2027**, subject to prior termination in accordance with Paragraph 13 hereof.

**3. Services Guide; Pricing.** It is agreed that services provided by the AIU are rendered throughout the school year and that the AIU periodically invoices for fees for services provided to the District/School as outlined in the AIU’s **2026-2027** Services Guide (“Services Guide”). Fees for programs not listed in the Services Guide will be determined on a case-by-case basis, subject to approval of an addendum or other written agreement by the governing boards of the District/School and the AIU (each a “Services Addendum”). By executing this Agreement, the District/School explicitly acknowledges receipt of the Services Guide and expressly accepts the pricing schedule for all of the services listed therein.

**4. Invoicing; Payment.** By accepting the services provided by the AIU, the District/School agrees to pay for those services at the prices specified in the Services Guide no later than sixty (60) days from the invoice date. The AIU may apply a late payment charge of 1% per month on any unpaid balance more than sixty (60) days past due and not disputed in good faith, retroactive to the invoice date.

The District/School will be invoiced in accordance with the Services Guide. It is agreed that the District/School will be invoiced for all programs and services provided and utilized by each student. Any delay in invoicing by the AIU will not affect the duty of the District/School to pay the invoice for the services received. The District/School agrees that a failure or delay in invoicing shall not constitute a waiver of the right of the AIU to be paid in full for services received by the District/School.

To ensure that the cost of services is properly allocated among districts, as well as the accuracy of each AIU invoice, the District/School understands and agrees that it is responsible to review all invoices when received; to audit the invoices to ensure that they accurately reflect the services received for each student identified; and to verify whether each student resided in the district being charged for services during that billing period.

The District/School agrees to pay the AIU the price for each program or service requested by the District/School as listed in the Services Guide or Services Addendum. Further, in the event schools are closed on account of contagious disease, the destruction or damage of a school building by fire or other causes during the term of this Agreement, the District/School agrees to pay the AIU the greater of (1) an amount necessary to pay the salaries and fringe benefits of the teachers, as defined by the Public School Code, engaged by the AIU to provide services to the District/School as requested or (2) such amount required by the Public School Code, as it may be amended, or other applicable law.

**5. Special Education Services.** Any special education services requested by the District/School and provided by the AIU shall be governed by Addendum A: Special Education Services, attached hereto and incorporated herein by reference as though set forth in full.

**6. Compliance With Applicable Law.** The AIU shall ensure that its services comply with all requirements of Pennsylvania and federal law, to the extent such compliance does not depend upon the performance or actions of any other individual or entity beyond the control of the AIU. The AIU represents and warrants that it and its employees, agents or personnel providing services pursuant to the terms of this Agreement possess the skills, qualifications, experience, licenses and certifications necessary to perform adequately such services. The AIU shall comply with all federal and Pennsylvania laws regarding the confidentiality of educational records of District/School students, including but not limited to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. Part 99) and 22 Pa. Code §§ 12.31-12.33. The District/School shall provide such action, assistance or cooperation as required to ensure that students receive services in compliance with state and federal law.

**7. Clearances.** With respect to all individuals providing services to the District/School on behalf of the AIU except those having no direct contact with children, the AIU shall ensure that such individuals provide to the AIU the following clearances in accordance with legal requirements:

- a. A Pennsylvania State Police report of criminal history record information as required by Act 34, 24 P.S. § 1-111(b);
- b. A Federal criminal history record as required by Act 114, 24 P.S. § 1-111(c.1); and
- c. A certification from the Pennsylvania Department of Human Services as to whether the individual is named as an alleged perpetrator or perpetrator of child abuse, as required by Act 151, 23 Pa. C.S. § 6344(a.1), (b.2).

Further, the AIU shall ensure that it and such individuals shall comply with the employment history review provisions of Act 168, 24 P.S. § 1-111.1, and the child abuse recognition and reporting training requirements of Act 126, 24 P.S. § 12-1205.6. If the AIU receives notice of an arrest or conviction of an AIU employee assigned to provide services to the District/School and such arrest or conviction was required by law to be reported to the AIU, the AIU shall report such arrest or conviction in writing to the District/School.

**8. Relationship of the Parties.** The Parties acknowledge that the AIU is an independent contractor of the District/School and that all individuals providing services under this Agreement are employees or independent contractors of the AIU and not of the District/School. Nothing contained in this Agreement will be deemed to create an employment, agency, joint venture or partnership relationship between the District/School and the AIU or any of their respective agents or employees, or any other legal arrangement that would impose liability upon one party for an act or a failure to act of the other party. Neither the District/School nor the AIU will have any express or implied power to enter into any contracts or

commitments or to incur any liabilities in the name of, or on behalf of, the other party, or to bind the other party in any respect whatsoever without the other party's prior written consent.

**9. Liabilities.** Subject to any immunities provided by the Political Subdivision Tort Claims Act or other law, the Parties agree to indemnify, defend and hold harmless each other, their respective directors, officers, employees and agents, against all claims, damages, losses, or penalties that result from the acts or omissions of their own employees or agents, any real property owned or leased by such party, or the operation or maintenance of any equipment or vehicles provided or used by such party. The Parties agree to indemnify, defend and hold harmless each other against all claims, damages, losses, or penalties resulting from any judicial, administrative or other determination that any staff member of one party hereto is an employee or agent of the other party hereto.

**10. No Third-Party Beneficiaries.** This Agreement is entered into for the sole benefit of the District/School and the AIU. No other parties are intended to be direct or incidental beneficiaries of this Agreement, and no third party shall have any right in, under or to this Agreement.

**11. Assignment.** Neither this Agreement nor any of the rights, benefits or obligations hereunder may be assigned or delegated (whether by operation of law or otherwise) without the prior written consent of the other party.

**12. Force majeure.** The AIU will not be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion or generalized lack of availability of energy.

**13. Termination.** If the District/School intends to discontinue a service provided by AIU certificated staff, causing the District/School to assume responsibility for a transferred class or program, the District/School shall notify the AIU of its intent by **March 31, 2027**, so that the Parties may evaluate potential transfer-of-entities issues. Otherwise, either party may terminate this Agreement and any services provided hereunder upon at least 60 days' prior written notice to the other party, unless alternative termination requirements are stated in a Services Addendum. Individual services provided hereunder may be terminated with less than 60 days' notice if mandated by an Individualized Education Program ("IEP") or an order of a hearing officer, the Secretary of Education or a court of competent jurisdiction.

**14. Governing Law; Venue.** This Agreement shall be construed and governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue for all purposes shall be in courts of competent jurisdiction sitting in Allegheny County, Pennsylvania.

**15. Interpretation.** In any proceeding of any type or kind in which this Agreement or its terms shall be reviewed, construed, or brought into issue in any manner, the Parties hereby agree that this Agreement shall be construed as if jointly prepared, written and typed by the Parties. It is agreed that the covenants of this Agreement are severable, and that if any word, phrase, clause(s), sentence(s), paragraph(s) shall be found unenforceable, the entire Agreement shall not fail but shall be construed and enforced without the severed language in accordance with the tenor of this Agreement.

**16. Counterparts.** This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original and all of which, taken together, shall constitute one and the same instrument, even though both Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Agreement by electronic means. Each of the Parties agrees that the delivery of the Agreement by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by both Parties to the same extent as an original signature.

**17. Entire Agreement.** This Agreement constitutes the entire agreement and understanding between the AIU and the District/School concerning the programs and services to which it applies; supersedes all prior or contemporaneous agreements and understandings, written or oral, with respect to the subject matter hereof; and shall be modified only in a writing approved by the Parties' respective governing boards.

**IN WITNESS WHEREOF, the parties have signed this Agreement on the dates shown below, intending to be legally bound hereby.**

**ALLEGHENY INTERMEDIATE UNIT**

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

President, Board of Directors

Attest:

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

Secretary, Board of Directors

Date: \_\_\_\_\_

**DISTRICT/SCHOOL**

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

President, Board of Directors

Attest:

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

Secretary, Board of Directors

Date: \_\_\_\_\_

**ALLEGHENY INTERMEDIATE UNIT**  
**COMPREHENSIVE SERVICES AGREEMENT – 2026-2027**  
**ADDENDUM A: SPECIAL EDUCATION SERVICES**

**1. Services Provided.** For the 2026-2027 school year, the Allegheny Intermediate Unit (AIU) shall provide and operate, for the benefit of students assigned by the District/School, the special education services and programs delineated in the AIU Special Education Plan (“Plan”), as approved by the Department of Education, by furnishing the following:

- a. Professional and support staff, as required to implement the Plan in accordance with all applicable provisions of state and federal law;
- b. Administrative, supervisory and clerical staff as required to effectively and efficiently implement the Plan and this Agreement;
- c. Such supplies, equipment and other materials as necessary to implement the Plan and as mutually agreed upon by the Parties;
- d. Such classrooms and facilities as required to implement the Plan in accordance with state and federal law, to the extent the program or service is provided or operated upon premises not owned or leased by the District/School; and
- e. Any other personnel, facility, material or service mutually agreed upon by the Parties, subject to approval by their respective governing boards.

Services provided include but are not limited to those outlined in the Services Guide, such as Blind/Visually Impaired Services; Career Development Services; Deaf/Hard of Hearing Services; School-Based Educational Services at the AIU-operated Mon Valley, Pathfinder and Sunrise Schools; Speech/Language-Impaired Support; Pupil Personnel Services; and Occupational and Physical Therapy.

**2. Programs Provided on District/School Premises.** For special education programs and services provided by the AIU on premises owned or leased by the District/School, the District/School shall provide the following:

- a. Classroom and other space necessary for the provision of services;
- b. Assistance, cooperation and participation of District/School administrative, professional and support staff in the development and implementation of accommodations, supplementary aids and support services necessary to include, to the fullest extent appropriate, students assigned to special education programs in educational and extracurricular activities, regular education support, regular education instruction, and ancillary services, such as nursing, counseling, library, physical education, food, custodial and maintenance services, as necessary to meet the needs of the students assigned to the program; and
- c. Any other personnel, facility, material or service mutually agreed upon by the Parties, subject to approval from their respective governing boards.

**3. Multidisciplinary Evaluation and IEP Development.**

**a. For Students Receiving AIU Services on District Premises.** The District/School, in cooperation with the AIU, shall conduct student Multidisciplinary Evaluations (“MDEs”) and Re-evaluations (“RRs”) and develop Individualized Education Programs (“IEPs”) and revise those plans as necessary for exceptional and thought-to-be exceptional students of the District/School. The District/School will provide the AIU staff with an opportunity to participate in the development of RR and IEPs.

**b. For Students Receiving Services in AIU-Operated Schools.** The AIU, with cooperation and participation by the District/School, shall conduct student MDEs and RRs and develop IEPs and revision procedures for exceptional and thought-to-be exceptional students of the District/School. The District/School recognizes that it remains the Local Education Agency (“LEA”) for the student and is responsible for ensuring that the student’s IEP provides for a free appropriate public education (“FAPE”). Therefore, the District/School will participate in the development of MDEs, RRs and IEPs that outline specially designed instruction, accommodations and supplementary aids and services for students. The AIU shall monitor students’ progress toward their IEP goals as required in an IEP and provide the District/School with quarterly progress reports.

**c. For All Students Receiving AIU Services.** Specially designed instruction, accommodations, supplementary aids and services required by any IEP or any order of a hearing officer, appeals panel, the Secretary of Education or court and beyond the scope of the programs and services enumerated in the Plan shall be provided as mutually agreed upon by the Parties, subject to approval by their respective governing boards. In such instances, the AIU administration will work with the District/School, which in all circumstances remains the LEA, in identifying the appropriate service. The District/School agrees that the AIU shall not be liable to the District/School on account of a hearing officer’s or court’s determination that an IEP does not provide FAPE. The District/School understands, accepts and acknowledges that the contractual relationship between the AIU and the District/School does not place any duties that are borne by the LEA onto the AIU, which is a contracted service provider.

**4. Nature of Relationship.** Regardless of the location of services received by District/School students, whether on District/School premises or at an AIU-operated school, the District/School acknowledges and agrees that the AIU does not have authority or responsibility as an LEA, as that duty and authority rests solely with the District/School where the student is enrolled. Any liability that may arise as a result of failure to provide due process or FAPE rests solely with the District/School. The AIU has the right to accept or reject students enrolled at a District/School who are referred for placement at an AIU-operated school. Upon accepting a student to an AIU-operated school, the AIU will implement the student’s IEP as written.

**5. Tuition; Fees for Speech, Hearing and Vision Services.** Tuition for the AIU-Operated Special Education Schools and fees for speech, hearing and vision services will be invoiced and paid in installments according to the schedule below:

| Invoice Date       | Services Billed: School Tuition and Fees for Speech, Hearing and Vision                                                                                                                                                                             | Based on Data* As Of |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| September 15, 2026 | Services anticipated for August through October                                                                                                                                                                                                     | September 1, 2026    |
| November 16, 2026  | Services anticipated for November through December, <i>plus adjustments relative to September billing</i>                                                                                                                                           | November 1, 2026     |
| January 15, 2027   | Services anticipated for January through February, <i>plus adjustments relative to November billing</i>                                                                                                                                             | January 1, 2027      |
| March 15, 2027     | Services anticipated for March through April, <i>plus adjustments relative to January billing</i>                                                                                                                                                   | March 1, 2027        |
| May 17, 2027       | Services anticipated for May through June, <i>plus adjustments relative to March billing</i>                                                                                                                                                        | May 1, 2027          |
| June 15, 2027      | Final invoice reconciling payments with the actual final 2026-2027 special education database, verified in June; may result in a credit to the District/School or payment due to the AIU, exclusive of the special education school reconciliation. | June 2027            |

\* Refers to student information in the AIU special education database.

**NOTE:** Services requested by the District/School after the review of the special education database as of September may result in additional invoices.

**6. Reconciliation for AIU-Operated Special Education Schools.** Because of the fluctuating nature of student enrollment at the AIU-operated special education schools, it is agreed that the overall operating cost for each school will be continuously monitored to determine whether revenue and expenses are in alignment with budgeted projections. The parties agree that at the conclusion of the **2026-2027** school year, the AIU will perform a reconciliation of its special education school revenues and expenses for the entire school year. If the AIU revenues from the school programs provided under this Agreement exceed the expenses incurred in providing such services, the District/School will receive a pro-rata credit; if the AIU's expenses incurred in its school programs exceed the revenues received by the AIU, the District/School will be responsible for and pay to the AIU a pro-rata share of the excess expenses. The reconciliation process will be conducted as follows:

| Date              | AIU-Operated Special Education School Review and Reconciliation                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 16, 2027   | Final reconciliation of revenues and expenses for the entire school year will be completed and issued to the District/School. This may result in a credit to the District/School or payment due the AIU. |
| December 31, 2027 | District/School payment to the AIU for the pro-rata share of excess expenses, <i>and/or</i> ...                                                                                                          |
| January 31, 2028  | AIU credit issued to the District/School for the pro-rata share of excess revenues                                                                                                                       |

Any District/School due to receive a reconciliation credit and having open balances payable to the AIU greater than 60 days past due will have the credit applied to open balances or withheld until payment is received, as appropriate.



## **Title I Services Addendum**

This Title I Services Addendum (the "Addendum") is entered into as of July 1, 2026 by and between Kiski School District with district administrative offices located at 250 Hyde Park Road, Leechburg, PA 15656 (the "School/District") and the Allegheny Intermediate Unit an intermediate unit organized and operated under the laws of the Commonwealth of Pennsylvania, with its Central Office located at 475 East Waterfront Drive, Homestead, PA 15120 (the "AIU").

In consideration of the covenants contained herein, and under the authority of the Public School Code of 1949, as amended, intending to be legally bound, the parties to this Addendum do hereby covenant and agree as follows:

1. **Comprehensive Services Agreement.** This Addendum is subject to and incorporates the terms of the Allegheny Intermediate Unit Comprehensive Services Agreement – 2026-2027 as executed by the parties. To the extent that the terms of the Comprehensive Services Agreement conflict with this Addendum, the terms of this Addendum shall control.
2. **Services/Fees/Payment.** The AIU shall provide the School/District with the services to support students that reside in the School/District, but enroll and attend a non-public school ("Non-Public Students") as set forth in the scope of work attached hereto as Exhibit A (the "Services"). In exchange for the Services provided by the AIU, the School/District shall pay to the AIU the fees set forth in Exhibit A. The AIU will not invoice the School/District until and unless at least one Non-Public Student is identified to receive the Title I Services described herein. If at any point during the term of the Addendum no Non-Public Students are receiving Title I Services, then School/District will pay only for periods during which Services were provided by the AIU. The AIU shall invoice School/District twice annually. Invoices shall include supporting documentation describing the number of hours of Services received by each student in the applicable billing period. If this Addendum is terminated for any reason, School/District shall be responsible for paying AIU only for services rendered through the effective date of termination.
3. **Term/Termination.** This Addendum shall commence as of July 1, 2026 and remain in effect through June 30, 2027 unless otherwise terminated in accordance with the terms contained herein. This Addendum may be terminated for convenience by the School/District only if all eligible Non-Public Students are dismissed from the program, in which case the School/District shall pay the AIU in accordance with Section 2 above. This Addendum may be terminated for cause by either party in the event of a material breach by the other party following 30 days' written notice of such breach and intent to terminate, provided the breaching party fails to cure such breach. In the event of termination for cause, the AIU shall cease providing services as of the termination date and the School District shall be liable for Services rendered through the termination date.

4. **School/District Obligations.** School/District shall cooperate in good faith with the AIU in all matters relating to the Services and respond to AIU's reasonable requests for instructions, information or approvals required by the AIU to provide the Services in accordance with this Addendum. This obligation shall include but is not limited to School/District:

- a. Providing the AIU with names of non-public schools identified to participate in Title I;
- b. Assisting the AIU in identifying addresses of students who reside in Title I attendance areas;
- c. Informing the AIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation; and
- d. Providing the AIU, prior to or upon commencement of Services, with written notice of any School/District policies applicable to the AIU's provision of Services.

5. **Counterparts.** This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original and all of which, taken together, shall constitute one and the same instrument, even though both Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Agreement by electronic means. Each of the Parties agrees that the delivery of the Agreement by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by both Parties to the same extent as an original signature.

**[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first above.

ATTEST:

**SCHOOL/DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President  
Board of Directors

ATTEST:

**ALLEGHENY INTERMEDIATE UNIT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President  
Board of Directors

## **Exhibit A**

### **Scope of Work**

#### **Description of Services/Deliverables:**

The AIU shall provide the following services:

- 1) Title I Remedial reading and math instructional services for Non-Public Students attending the following non-public schools:

Cheswick Christian Academy.

Selection of students for receipt of the remedial instructional services will be determined through multiple criteria, including but not limited to standardized assessment scores, student referrals, and classroom assessments. Barring scheduling interruptions, Non-Public Students will receive remedial instructional services a minimum of twice per week with session length as requested by the Non-Public Student's Non-Public School (ranging 30 – 40 minutes at the student's Non-Public Schools). The AIU's provision of Services is subject to availability of staff. The AIU will provide the School/District with a list of participating Non-Public Students in October and will verify any new referrals with School/District throughout the year.

The AIU will administer Imagine+ assessments upon initial referral of each Non-Public Student during fall, winter, and spring benchmark assessment windows. Performance data will be sent to School/District at the completion of the school year or upon School/District request. The AIU will provide a template for performance goals that School District may use for eGrants reporting.

- 2) Parent and family engagement activity services will be provided by the AIU to the School/District for no additional fees regardless of Title I set-aside for such services. Parent and family engagement activity services include, but are not limited to open house and parent/guardian conferences, family nights, off-site family events, and additional school-specific opportunities as applicable.

In providing the Services, the AIU will:

- Provide instructional services by an appropriately certified teacher, as required by Title I
- Use appropriate evaluative testing/screening procedures and materials
  - Provide small group supplemental reading and math instruction for participating non-public school students
  - Provide the School/District with the data necessary to complete its Title I responsibilities including assessment data and related data

- Meet with non-public school administrators to review services provided to participating students
- Require AIU teachers delivering the Services to complete the following requirements in addition to providing the weekly instructional periods:
  - Conduct benchmark testing and progress monitoring as needed for all Non-Public Students receiving Services
  - Maintain records of assessment data, instructional activities, and attendance for participating Non-Public School students
  - Meet with parents/guardians of participating Non-Public Students for conferences as requested

**Key Personnel:**

AIU: Dr. Kelly Noyes, Kelly.noyes@aiu3.net

School/District: Emily Mather , emily.mather@kiskiarea.com

**Fees:**

At the time of execution of the Addendum, School/District's per pupil allocation for each Non-Public school is listed below (the per-pupil allocation times the number of low income Non-Public Students):

| Non-Public School                        | Allocation        | Parent and Family Engagement Funds |
|------------------------------------------|-------------------|------------------------------------|
| Cheswick Christian Academy               | \$2,182.56        | \$22.05                            |
| <b>Total School/District Allocation:</b> | <b>\$2,204.61</b> |                                    |

In the consideration of the Services provided hereunder, the School/District shall compensate the AIU as follows:

The School/District shall pay the entire Total School/District Allocation listed above.

\*School/District's final Title I allocation may not be determined until after March 1<sup>st</sup>. In the event that School/District's allocation is adjusted, the Total School/District Allocation stated herein shall be accordingly increased or decreased and the AIU's final invoices shall account for any such adjustment to the School/District's Title I allocation.



**BEHAVIORAL  
HEALTH**

**SOUTHWEST  
BEHAVIORAL CARE, INC.**

300 Chamber Plaza  
Charleroi, PA 15022

**724-489-9100**

Fax: 724-483-9370

**MEMORANDUM OF AGREEMENT**  
**Drug & Alcohol Case Management/Assessment Services**

**THIS AGREEMENT**, made this 1st day of July, 2026, by and between:

**SOUTHWEST BEHAVIORAL CARE, INC. d/b/a SPHS BEHAVIORAL HEALTH, Drug and Alcohol (D&A) Case Management/Assessment Services**, a Pennsylvania nonprofit corporation, having its registered corporate address at 300 Chamber Plaza, Charleroi, PA 15022 (hereinafter "**SPHS BEHAVIORAL HEALTH**").

**AND**

**Kiski Area School District**, a Pennsylvania non-profit corporation, having its registered corporate address at 200 Poplar Street, Vandergrift, PA 15690 (hereinafter "**FACILITY**").

**WHEREAS**, the parties hereto desire to enhance access and delivery of substance abuse services for patients at the point of need and enhance existing assessment and treatment access with an onsite therapeutic option, and

**WHEREAS**, **SPHS BEHAVIORAL HEALTH/D&A Case Management** is professionally capable of providing said substance abuse assessment and treatment accessibility, to enable consistent level of care placement and subsequent treatment, and

**WHEREAS**, **FACILITY** is desirous of having these substance abuse services provided to patients on its premises.

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

**RESPONSIBILITIES OF SPHS BEHAVIORAL HEALTH**

1. **SPHS BEHAVIORAL HEALTH/D&A Case Management** shall honor all current agreements and procedures.
2. **SPHS BEHAVIORAL HEALTH/D&A Case Management** shall provide screening, level of care assessments and service access facilitation on-site at the **FACILITY**, or the telephone after-hours access, as agreed herein, or at the offices of **SPHS BEHAVIORAL HEALTH**, upon mutual agreement.

3. **SPHS BEHAVIORAL HEALTH/D&A Case Management** shall bill for services directly to third party payers. The services shall be provided at no charge to facility.
4. **SPHS BEHAVIORAL HEALTH/D&A Case Management** shall provide patients with screening and/or onsite substance abuse level of care assessments and service access facilitation hours to be scheduled by **FACILITY** assigned liaison or the assigned substance abuse professional. Services shall be scheduled in a manner as to maximize patient convenience, confidentiality and coordination of care.
5. **SPHS BEHAVIORAL HEALTH/D&A Case Management** also agrees to indemnify and hold the **FACILITY** harmless from any damages or claims arising out of employer's liability as it relates to their employees.
6. In the performance of all obligations hereunder, all employees of **SPHS BEHAVIORAL HEALTH/D&A Case Management** shall be deemed to be employees of **SPHS BEHAVIORAL HEALTH** and **SPHS BEHAVIORAL HEALTH** shall be responsible for payment of any federal, state, or local income, or occupational taxes, FICA taxes, unemployment compensation or worker's compensation contributions, vacation pay, sick leave, retirement benefits or any other payment for or on behalf of said employees.
7. **SPHS BEHAVIORAL HEALTH/D&A Case Management** agrees to indemnify and hold the **FACILITY** harmless of and from any damages, claims, demands or suits by any person or persons arising out of any negligent acts, willful misconduct or criminal behavior of **SPHS BEHAVIORAL HEALTH/D&A Case Management**, or any of its employees in the course of any work done in connection with the services provided for in this Agreement.
8. **SPHS BEHAVIORAL HEALTH/D&A Case Management** agrees to comply with all applicable local, state and federal laws, statutes and regulations regarding medical confidentiality, including HIPAA and applicable licensing and/or accreditation requirements expected of **FACILITY**.

#### **RESPONSIBILITIES OF THE FACILITY**

1. **FACILITY** shall honor all current agreements and procedures.
2. **FACILITY** shall provide an appropriate setting for the substance abuse professional to meet with patients, where the patient may receive services in a confidential manner.
3. **FACILITY** agrees to comply with all applicable local, state, and federal laws, statutes and regulations regarding confidentiality, including HIPAA, and applicable licensing and/or accreditation requirements expected of **SPHS BEHAVIORAL HEALTH/D&A Case Management**.
4. **FACILITY** also agrees to indemnify and hold **SPHS BEHAVIORAL HEALTH/D&A Case Management** harmless from any damages or claims arising out of employer's liability as it relates to their employees.

5. In the performance of all obligations hereunder, all employees of FACILITY shall be deemed to be employees of **FACILITY** and **FACILITY** shall be responsible for the payment of any federal, state or local income or occupational taxes, FICA taxes, unemployment compensation or worker's compensation contributions, vacation pay, sick, leave, retirement benefits or any other payment for or on behalf of said employees.
6. **FACILITY** agrees to indemnify and hold **SPHS BEHAVIORAL HEALTH/D&A Case Management** harmless of and from any damages, claims, demands or suits by any person or persons arising out of any negligent acts, willful misconduct or criminal behavior of **FACILITY**, or any of its employees in the course of any work done in connection with the services provided for in the Agreement.
7. **FACILITY** acknowledges that in receiving, storing, processing or otherwise dealing with any patient records from **SPHS BEHAVIORAL HEALTH/D&A Case Management** it is fully bound by the regulations set forth in 42 CFR Part 2.
8. If necessary, **FACILITY** will resist in judicial proceedings any efforts to obtain access to **SPHS BEHAVIORAL HEALTH/D&A Case Management** patient records except as permitted by 42 CFR Part 2.

#### MISCELLANEOUS

1. The parties agree to execute all other documents during the term of this Agreement as shall be necessary to effectuate the purposes of the Agreement.
2. This Agreement may be terminated by either party by giving of written notice to the other no later than sixty (60) days prior to the intended date of termination.

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement the day and year first above written.

**SOUTHWEST BEHAVIORAL CARE, INC.**

Signature:   
Print Name: Dawn Alesi-Lucas  
Title: Executive for SPHS Behavioral Health  
Date: 6.30.26

**Kiski Area School District**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## BEHAVIORAL HEALTH

**SOUTHWEST  
BEHAVIORAL CARE, INC.**

300 Chamber Plaza  
Charleroi, PA 15022

**724-489-9100**

Fax: 724-483-9370

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ 1st \_\_\_\_, day of \_\_\_\_ July \_\_\_\_, 2026, by and between

**SOUTHWEST BEHAVIORAL CARE, d/b/a SPHS BEHAVIORAL HEALTH**, a Pennsylvania non-profit corporation, having its registered corporate address at 300 Chamber Plaza, Charleroi, PA 15022 (hereinafter "**SPHS BEHAVIORAL HEALTH**").

#### AND

Kiski Area School District, a political subdivision of the Commonwealth of Pennsylvania, hereinafter referred to as the "**DISTRICT**",

**WHEREAS**, the parties hereto desire to provide **substance abuse services** for children/adolescents at the point of need and to enhance existing Student Assistance Programs with an on-site therapeutic option, and

**WHEREAS**, **SPHS BEHAVIORAL HEALTH** is professionally capable of providing said outpatient substance abuse treatment services for the 2026-2027 school year, during school hours, to enable students to be consistent in treatment, and

**WHEREAS**, **DISTRICT** is desirous of having these substance abuse services provided to the students within its school district.

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

### RESPONSIBILITIES OF SPHS BEHAVIORAL HEALTH

1. **SPHS BEHAVIORAL HEALTH** shall provide intake services on-site at the school or at the offices of **SPHS BEHAVIORAL HEALTH**.
2. **SPHS BEHAVIORAL HEALTH** shall bill for services directly to third party payers. The service shall be provided at no charge to the school district.
3. **SPHS BEHAVIORAL HEALTH** shall provide students in the **DISTRICT** with on-site substance abuse services during school hours to be scheduled by the **DISTRICT'S** assigned liaison and the student's assigned substance abuse professional. Services shall be scheduled in a manner to maximize the student's confidentiality.
4. **SPHS BEHAVIORAL HEALTH** shall maintain at all times during the duration of this agreement insurance coverage, including Professional Liability, Worker's Compensation and Automobile Liability Insurance amounts deemed acceptable to the **DISTRICT**, which in no case shall be less than One Million and 00/100 Dollars for each of the aforesaid types of insurance. **SPHS BEHAVIORAL HEALTH** shall name the **DISTRICT** as an additional

insured on all such policies and at such other times as the **DISTRICT** in its sole discretion may require.

5. **SPHS BEHAVIORAL HEALTH** also agrees to indemnify and hold the **DISTRICT** harmless from any damages or claims arising out of employer's liability as it relates to their employees.
6. In the performance of all obligations hereunder, all employees of **SPHS BEHAVIORAL HEALTH** shall be deemed to be employees of **SPHS BEHAVIORAL HEALTH** and **SPHS BEHAVIORAL HEALTH** shall be responsible for the payment of any federal, state, or local income or occupational taxes, F.I.C.A taxes, unemployment compensation or worker's compensation contributions, vacation pay, sick leave, retirement benefits or any other payment for or on behalf of said employees.
7. **SPHS BEHAVIORAL HEALTH** agrees to indemnify and hold the **DISTRICT** harmless of and from any damages, claims, demands or suits by any person or persons arising out of any negligent acts, willful misconduct or criminal behavior of **SPHS BEHAVIORAL HEALTH**, or any of its employees in the course of any work done in connection with the services provided for in the Agreement.
8. **SPHS BEHAVIORAL HEALTH** agrees to comply with all applicable school district, state, and federal laws, statutes and regulations regarding medical confidentiality, including HIPAA.

## **RESPONSIBILITIES OF THE DISTRICT**

1. In order to provide the aforementioned services, **SPHS BEHAVIORAL HEALTH** shall meet all regulatory standards as outlined by the governing bodies. The **DISTRICT** agrees to adhere to and will provide information as needed to accomplish compliance with these regulatory standards.
2. The **DISTRICT** shall provide a confidential space for the substance abuse professional to meet with children and adolescents for the provision of services. Further, the **DISTRICT** agrees to comply with all applicable school district, state and federal laws, statutes and regulations regarding medical confidentiality, including HIPAA.
3. **DISTRICT** shall maintain at all times during the duration of this Agreement, general liability insurance and building insurance coverage in amounts deemed appropriate, which in no case shall be less than One Million and 00/100 (\$1,000,000.00) Dollars for each of the aforesaid types of insurance.
4. **DISTRICT** also agrees to indemnify and hold **SPHS BEHAVIORAL HEALTH** harmless from damages or claims arising out of employer's general liability and liability for damages to the building, in the absence of the negligence of **SPHS BEHAVIORAL HEALTH** or where the damage was caused by the intentional act of **SPHS BEHAVIORAL HEALTH**.
5. The parties agree to execute all other documents during the term of this Agreement as shall be necessary to effectuate the purpose of this Agreement.

This Agreement may be terminated by either party by the giving of written notice to the other no later than sixty (60) days prior to the intended date of termination.

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement, the day and year first above written.

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**KISKI AREA SCHOOL DISTRICT**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**SOUTHWEST BEHAVIORAL CARE, INC.**  
Dawn Alesi-Lucas, Executive Director

\_\_\_\_\_  
Date



**ASK Speech Therapy Inc.**  
**NPI: 1609690205**  
**483 Frye Farm Road Greensburg PA**  
**Ashley.merichko@askslp.net**  
**724-804-5621**

ASK Speech Therapy Inc “Company” and the Kiski Area School District (“District”) (each a “Party” and both the “Parties”) mutually agree as follows:

1. A licensed speech-language pathologist, a certified speech-language specialist, or Clinical Fellow (CF), associated with Company, will provide Speech-Language Services to Kiski Area Students for the 2026-2027 academic school year. Extended School Year services can be added upon District request.
2. “Speech-Language Services” are:
  - 2.1. Speech language pathology services including evaluations, assessments, IEP development and planning, progress monitoring, consultation, training of para-professional(s) and teacher(s), direct treatment, data collection, travel and record keeping.
  - 2.2. Communication with staff, parents, and other professionals as appropriate regarding the status of students served.
3. Company Responsibilities
  - 3.1. Company agrees to render services under this agreement in a professional manner and in compliance with all state and federal laws including the ethical principles of respective professional affiliations.
  - 3.2. The Company shall maintain a regular schedule approved by the district, and notify the district of absences as soon as possible, coordinate schedules with school staff, and **arrive on time and remain for scheduled service hours.**
  - 3.3. Company is responsible for supervision, mentoring, and documentation requirements for the contracted CF.
  - 3.4. Maintain accurate and timely treatment notes, Complete evaluation reports by district and state timelines, Document progress reports according to district schedules. Maintain service logs that meet Medicaid and district requirements (if applicable), and submit required documentation to designated district staff within established deadlines. An accurate record of all direct and indirect service time will be recorded.
  - 3.5. Deliver direct and indirect speech-language therapy services according to students' IEPs.
  - 3.6. Company shall perform its duties and responsibilities under this Agreement with reasonable best efforts.
  - 3.7. Maintain district-issued equipment responsibly.
  - 3.8. Provide the District, on a monthly basis, a billing statement outlining the services rendered and the amount due.
  - 3.9. Company shall carry professional liability insurance with a minimum policy limit of \$ 1,000,000 Each Incident and Each Occurrence \$ 3,000,000.
  - 3.10. Company shall carry general liability insurance with a minimum policy limit of \$ 1,000,000 Each Incident and Each Occurrence \$ 2,000,000.
4. District Responsibilities
  - 4.1. District will provide a clean, quiet and private treatment space.
  - 4.2. District will provide the Company with names of students to be serviced.



**ASK Speech Therapy Inc.**  
**NPI: 1609690205**  
**483 Frye Farm Road Greensburg PA**  
**Ashley.merichko@askslp.net**  
**724-804-5621**

- 4.3. District will provide the Company with access to IEP documents for all students to be serviced.
  - 4.4. District will provide access to assessment materials, printers, copiers, office supplies, and secure storage, if these are expected for service delivery.
  - 4.5. District will provide internet access and any district-required technology or software needed for documentation or virtual services.
  - 4.6. Specify whether the District or the Company is responsible for Medicaid billing and required documentation.
5. Compensation
- 5.1. The Company shall provide 0.5 full-time equivalent (FTE) speech-language pathology services. The Company's caseload shall not exceed 33 students. The Company shall be scheduled to provide direct services to no more than thirteen (13) students during a full workday and seven (7) students during a half workday.
  - 5.2. The Company's regular schedule shall consist of 2.5 days per week and shall follow the District's established workday, academic calendar, and weather-related cancellations, unless otherwise agreed to in writing by both the Company and the District.
  - 5.3. Company shall be compensated at the rate of \$68 per hour. Billable time is limited to hours spent performing services directly related to the contracted work, including both direct services (services provided directly to the client) and indirect services (such as documentation, care coordination, treatment planning, communication with authorized parties, and other activities necessary to support the direct services). Billable time shall not exceed 20-hours a week. The Company is responsible for accurately recording all billable time, and only actual time spent performing authorized direct and indirect **services may be billed.**
  - 5.4. It is understood that all evaluations, documentation, data entry, participation in IEP meetings as well as consultation with teachers and parents are included within the hourly service rate.
  - 5.5. The Company shall not be required to attend staff or building meetings unless specifically directed by District administration. The Company's scheduled work time shall be limited to direct and indirect speech-language pathology services and shall not include non-clinical duties such as bus duty, lunch duty, recess duty, hallway supervision, or other supervisory assignments unrelated to speech-language pathology services.
  - 5.6. If the District requires services that exceed these daily or caseload limits, the parties agree to meet and negotiate appropriate adjustments to compensation, scheduling, staffing, or caseload before implementing any such changes. No increase in workload beyond the limits stated in this Agreement shall be required without the Parties prior written agreement.
  - 5.7. The District, shall pay the Company, for all services rendered by the Company, within **thirty (60) days following the date on which the Company's invoices have been received** by the District.
  - 5.8. Company shall be compensated for all direct and indirect Speech-Language Services, provided monthly payments.
  - 5.9. All amounts payable under this Agreement shall be paid directly to Company.



**ASK Speech Therapy Inc.**  
**NPI: 1609690205**  
**483 Frye Farm Road Greensburg PA**  
**Ashley.merichko@askslp.net**  
**724-804-5621**

6. General Terms.

- 6.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one signed agreement between the Parties. Signatures may be electronic or a scanned copy and be deemed original.
- 6.2. This Agreement, including all schedules and exhibits that are incorporated herein by reference, contains the entire agreement of the Parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements, and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended, except by an agreement in writing signed by authorized representatives of both Parties.
- 6.3. All reports, files, and records relating to the business of the Kiski Area School District, **whether prepared by the Company or otherwise coming into the Company's possession**, shall remain the exclusive property of Kiski Area School District. Forms, documents, or other inventions created by the Company prior to or while under contract with the Kiski Area School District, outside of reports completed for the business of the Kiski Area School District, are the property of the Company.
- 6.4. Company is an independent contractor of District and not an employee, agent, partners, representative or broker of District.
- 6.5. Each Party shall at all times comply with all applicable laws and government rules, regulations, and guidelines pertaining to its business, products or services, employment obligations, and the subject matter of this Agreement. This Agreement shall be governed by and construed under the laws of the State of Pennsylvania, without giving effect to its choice of law rules.

---

Signature for the District

---

Date

---

Ashley Merichko: ASK Speech Therapy Inc.

---

Date

**STUDENT HANDBOOK**  
**Kiski Area Primary Schools**  
**2026-2027**

August 31, 2026,

Dear Parent/Guardian:

Welcome to a new year at Kiski Area School District! You can access The 2026-2027 Kiski Area Primary Schools (K-4) Student Handbook by going to <https://www.kiskiarea.com> and selecting your child's Primary School. Select the "Our School" tab at the top of the page. Next, you must choose the "Student Handbook" from the drop-down screen. We ask that you carefully review the contents with your child. The Kiski Area School Board of Directors adopted these policies/procedures in the handbook to communicate expectations while attending our schools. After reviewing the handbook with your child, we ask that you complete the bottom section of this letter and return this page in its entirety to school with your child. Your signature indicates that you have reviewed the policies and procedures contained in the handbook. If you do not have access to the Internet, please inform the main office, and we will provide a hard copy. Thank you for supporting a safe, healthy, and productive learning environment.

In Partnership,

Dr. Chad Roland  
North Primary Principal

Dr. Brian Kutchak  
South Primary Principal

Mr. Daniel Smith  
East Primary Principal

---

I have reviewed the 2026-2027 KASD Primary Schools (K-4) Student Handbook with my child.

(Please sign and return by September 11, 2026)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

## NOTICE OF GENERAL INFORMATION

Section 1317 - Pennsylvania School Code states: Authority of Teachers, Vice Principals, and Principals over Pupils. Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)

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# KISKI AREA SCHOOL DISTRICT SCHOOLS



**Kiski Area North Primary**  
**1048 School Road**  
**Leechburg, PA 15656**  
**Phone: 724-845-2032**  
**Fax: 724-845-0984**  
**Dr. Chad Roland, Principal**



**Kiski Area South Primary**  
**230 Mamont Drive**  
**Export, PA 15632**  
**Phone: 724-327-4057**  
**Fax: 724-733-0689**  
**Dr. Brian Kutchak, Principal**



**Kiski Area East Primary**  
**420 Franklin Ave**  
**Vandergrift, PA 15690**  
**Phone: 724-567-6706**  
**Fax: 724-867-7626**  
**Mr. Dan Smith, Prinipal**



**Kiski Area Upper Elementary**  
**4350 Route 66**  
**Apollo, PA 15613**  
**Phone: 724-727-3421**  
**Fax: 724-727-2861**  
**Mrs. Maggie Nicholas, Principal**  
**Mr. Ryan Quinton, Assistant Principal**



**Kiski Area Intermediate School**  
**260 Hyde Park Road**  
**Leechburg, PA 15656**  
**Phone: 724-845-2219**  
**Fax: 724-845-3208**  
**Mr. Michael Cardamone, Principal**  
**Mr. John Cortazzo, Assistant**  
**Principal**



**Kiski Area High School**  
**240 Hyde Park Road**  
**Leechburg, PA 15656**  
**Phone: 724-845-8181**  
**Fax: 724-845-0403**  
**Mr. Matt Smith, Principal**  
**Dr. Alicia Szarek, Assistant Principal**  
**Mr. Braden Hoffer, Assistant Principal**

## **DISTRICT DIRECTORY**



### **BOARD OF DIRECTORS**

Jenna Rowe (President)  
Dawn Mellinger (Vice President)  
Cheri Croney

Melissa Kowalkowski  
Stephanie Jankowski  
Amy Halter

Nicole M. Kamer  
Steven Litz  
Christina Mease

Secretary of the Board: Richard Liberto  
Treasurer: First National Bank  
Solicitor: Ronald Repak

### **District Administrators**

|                                                                       |                        |              |
|-----------------------------------------------------------------------|------------------------|--------------|
| Superintendent of Schools.....                                        | Dr. Jason Lohr         | 724-842-0456 |
| Assistant to the Superintendent for<br>K-12 Education and Safety..... | Dr. Chad Roland        | 724-842-0457 |
| Assistant to the Superintendent for<br>Finance and Operation.....     | Mr. Richard Liberto    | 724-842-0460 |
| Director of Curriculum K-6 & Federal<br>Programs.....                 | Dr. Emily Mather       | 724-842-0409 |
| Director of Curriculum 7-12.....                                      | Dr. Brian Swartzlander | 724-842-0459 |
| Athletic Director.....                                                | Mr. Jacob Nulph        | 724-842-0437 |
| Directors of Special Education and<br>Student Services.....           | Mr. Darren Kennedy     | 724-845-0452 |
| Director of Information & Technology.....                             | Mr. Eric Vaughan       | 724-842-0502 |

### **High School Principals**

|                          |                   |              |
|--------------------------|-------------------|--------------|
| Principal.....           | Mr. Matt Smith    | 724-845-8181 |
| Assistant Principal..... | Dr. Alicia Szalek |              |
| Assistant Principal..... | Mr. Braden Hoffer |              |

### **Intermediate School Principals**

|                          |                       |              |
|--------------------------|-----------------------|--------------|
| Principal.....           | Mr. Michael Cardamone | 724-845-2219 |
| Assistant Principal..... | Mr. John Cortazzo     |              |

### **Elementary Principals**

|                                 |                      |              |
|---------------------------------|----------------------|--------------|
| Upper Elementary Principal..... | Mrs. Maggie Nicholas | 724-727-3421 |
| Assistant Principal.....        | Mr. Ryan Quinton     | 724-727-3421 |
| Kiski Area North Primary.....   | Dr. Chad Roland      | 724-845-2032 |
| Kiski Area South Primary.....   | Dr. Brian Kutchak    | 724-327-4057 |
| Kiski Area East Primary.....    | Mr. Daniel Smith     | 724-567-6706 |

### **Supervisors**

|                            |                    |              |
|----------------------------|--------------------|--------------|
| Maintenance.....           | Mr. RJ Rutter      | 724-568-3418 |
| Food Service Director..... | Mrs. Jaclyn Walker | 724-842-0466 |

# **PHILOSOPHY OF KISKI AREA SCHOOL DISTRICT**

The primary goal of education in the Kiski Area School District is the fullest possible development of the individual so that he/she may live effectively in a democratic society. The secondary purposes are to supervise and encourage high standards of growth according to the physical, mental, moral, social, and economic efficiencies of the student in conjunction with the home, the community, and religious institutions.

We see education as a part of our human culture. As we work to raise the quality of academic accomplishment, we accept the idea of adjusting our curricular offerings and teaching methods to meet our students' varied possibilities and needs. In dealing with the complex problems of our social and physical world, we emphasize scientific inquiry, respect for all values, and the ability to think clearly and communicate effectively. As a staff, we share the obligations of guidance services that help students understand themselves and live with varied occupational pursuits; therefore, we provide general and specialized courses to provide economic and educational success.

**A close relationship between the school and the community should be maintained so that students realize their civic and social duties, economic demands, and relationships with others. It is the purpose of our district to share with the community the education of youth. The fullest development of the pupil depends upon the continued growth of the student, the teacher, and the administration. This growth is fostered by proper preparation, continued education, and the use of those procedures that lead to the best teaching in the classroom.**

The district's role is to provide a balanced curriculum with enough depth and breadth in each area to challenge every student commensurate with his/her interests and abilities. The student's success in meeting the requirements of these areas should determine his/her advancement and promotion. The program is organized to provide activities for all who wish to participate with membership open to all qualified students. Each organization attempts to further develop in the students the fundamentals of effective education: the furtherance of knowledge, the evaluation of ideals, and the establishment of acceptable habits of conduct.

It is the responsibility of the district to the community to provide continuing education, enrichment programs, and properly sponsored activities for youth. It is our belief that a program of general studies and special courses, coupled with good teaching, will yield both breadth and depth of knowledge and understanding. One of the greatest responsibilities in education today is to encourage curiosity and inquiry and to be mindful that imagination is as important as knowledge.

## **ADMISSION TO THE BUILDING**

The district welcomes parental visits and encourages familiarity with our schools. To avoid class interruptions, unnecessary traffic, and confusion, all visitors must report to the office for a visitor's pass upon entry to any district building. Visitors are required to have a valid ID in order to be screened and receive a visitor's badge.

## **ANNUAL NOTICE OF SURVEY RECORDS, CURRICULUM, PRIVACY, AND RELATED RIGHTS AND OPT-OUT FORMS AND EXPLANATIONS**

**Contact the school office for more information about these forms.**

## **ASBESTOS MANAGEMENT PLAN**

In order to comply with the federal mandate regarding asbestos, each school district in the United States was required to develop a management plan. Kiski Area School District's management plan and accompanying building surveys are available for review in the superintendent's office. Each school's individual plan is also available on-site.

## **ASSEMBLIES**

Through a variety of assemblies, Kiski Area presents to the student body cultural and educational experiences. It is the responsibility of each student to conduct him/herself as a lady or gentleman, respectively. Remember, our conduct at assemblies is observed by any visitors who are present, and their opinion of our student body is determined by our actions. The following rules should be upheld:

- ❖ A comparative quietness is to prevail upon entrance to the assembly area.
- ❖ Absolute quiet and attention are expected as soon as the person in charge of the assembly appears.
- ❖ Students are to participate in any group activity which is on the program.
- ❖ While students may show appreciation cordially, wild applause is to be avoided.
- ❖ Until properly dismissed, students are to remain seated.

## **ATTENDANCE PROCEDURES AND GUIDELINES**

### **Attendance**

Compulsory student attendance is a requirement of the Pennsylvania School Code 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the District. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. We believe there is a strong correlation between regular classroom attendance and academic achievement. Furthermore, with the passage of the Every Student Succeeds Act, students must maintain regular school attendance to give them the best opportunity to achieve proficiency and growth. The District cannot educate students or provide them with support and assistance when they are absent from school. Therefore, in accordance with the laws of the state, Kiski Area School District requires regular attendance each day that school is in session of all school-age children (six to seventeen) of the Kiski Area School District. Regular attendance is defined as attending

school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study, and alternative education programs are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when satisfactory evidence of such mental, physical, or other urgent conditions may reasonably cause the student's absence. Such absences may be investigated. The Assistant to the Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

### **Tuancy**

Tuancy is a violation of compulsory attendance laws. Tuancy is defined in the Pennsylvania School Code 1332. The law states, "Absent three days or their equivalent, during the term of compulsory attendance, without lawful excuse."

### **Excused Absence**

A student's absence may be for reasons that include but are not limited to the following:

- ❖ Death in immediate family
- ❖ Student family trips pre-approved by the administration
- ❖ Field trips, special programs, athletic and activity events pre-approved by the administration
- ❖ Illness
- ❖ Impassable roads when certified by the District
- ❖ Out-of-school suspension
- ❖ Pre-arranged medical, dental, clinic, or hospital appointment
- ❖ Quarantine
- ❖ Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
- ❖ Religious instruction
- ❖ Short-term family emergency
- ❖ Special circumstances or requests prearranged and approved in advance by the principal or superintendent

When a student returns to school following an absence, they must present an excuse blank or written notification of an excused reason for absence to their homeroom teacher. In lieu of physical excuse blanks, parents can submit absence requests through the Family Access section of Qmaltiv. For information about your Qmaltiv account please contact your school's Administrative Assistant. Requests must be completed by the legal parent/guardian, and they must occur within 3 days of the student's absence. Requests can be denied if they do not meet the criteria for an excused absence. [Excuse blanks](#) may be printed from our website at [www.kiskiarea.com](http://www.kiskiarea.com), under the family resources tab. The form is to be completed and returned within three school days. It should include the date(s) of absence, the reason for the absence, and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. **If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence.** Students who have been absent (excused or unexcused) for ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or unexcused. If students are absent

from school the entire day, they are not permitted to participate in or attend an after-school activity that day. In order to participate in an after-school activity, students must be in attendance for a minimum of one-half day. School administration may exercise the right to telephone the home to spot-check absences, early dismissals, etc.

#### **Health Exclusion**

There are times when students are excluded for health reasons, such as but not limited to the following:

- ❖ Chicken Pox: Exclude 5 days from the appearance of the first crop of vesicles or until all lesions are crusted over. The student is to return to school with a physician's note or the Certified School Nurse will examine the student prior to re-admission to school. The parent is to make an appointment with the School Nurse. The student is not to be sent to school on the bus.
- ❖ Lice: Exclude pending appropriate treatment. Students need to be free of nits prior to returning to school. A student who has been diagnosed with head lice is required to return to school within two (2) days. Any absence beyond the two-day period will be recorded as an unexcused absence. **The Certified School Nurse will examine the student's head prior to re-admission to school. The parent is to make an appointment with the School Nurse. The student is not to be sent to school on the bus.** (Please refer to the head lice section in the Student Handbook for further information.)
- ❖ Missing required immunizations (Please refer to the Kiski Areas District Website regarding updated requirements as set forth by the Pennsylvania Department of Health.)
- ❖ Pink Eye/Conjunctivitis: Exclude until the discharge is gone or until 24 hours after antibiotic therapy is started. Also, the student may return, if approved by a physician.
- ❖ Ringworm: Exclude until treatment. May return after first treatment if body lesions are covered or until they are dried. Return with physician's note.
- ❖ Scabies: Exclude until completion of appropriate treatment. Return with physician's note.
- ❖ Strep Throat: The student is to be excluded for 24 hours, following initiation of antibiotic therapy. The student can then return with a physician's note.

#### **Immunization Exclusion**

Please be aware that **students who are exempt from immunizations due to medical, religious, or philosophical reasons will be excluded from school in the event of a disease outbreak.** In some circumstances, these absences may extend for an entire incubation period, which would be determined in consultation with the PA Department of Health.

#### **Vacations During School Term**

Students who go on vacation during the school term are unlawfully absent unless the building Principal has given prior approval. Compulsory School Attendance Laws and the Every Student Succeeds Act discourages the approval of vacations during the school year. A "[Student Family Trip](#)" form (KASD101a), located under the Family Resources Tab, must be submitted to the building principal **at least ten school days prior** to the trip. It is the responsibility of the student to make arrangements with his/her teacher(s) for all missed assignments during this time period. **Student educational trips will not be approved on the date semester exams or standardized achievement tests are administered.**

Please be aware that students are permitted to miss ten days of school without a doctor's excuse. The Student Family Trip days will count toward those ten days. Absences accrued in addition to 10 days will require a doctor's excuse or will otherwise be marked unexcused (this includes additional trips throughout the school year that exceed the 10-day limit).

#### **Unexcused/Unlawful/Illegal Absences**

Unexcused or unlawful absence is the absence of a student for any of the following reasons in addition to reasons not defined in this list:

- |                                             |                       |
|---------------------------------------------|-----------------------|
| 1. Car problems                             | 6. Missing the bus    |
| 2. Child care                               | 7. Oversleeping       |
| 3. Hunting, fishing, etc.                   | 8. Shopping           |
| 4. Illegal employment and/or Work           | 9. Truancy            |
| 5. Leaving school without office permission | 10. Unapproved trips* |

\*Students will be permitted to make up work during this first vacation. All other vacations will not be granted this same permission.

The principal or designee shall make the decision declaring an absence as unexcused or unlawful based upon information received from all available courses. The principal or designee shall record the unlawful absence on the student's attendance record. This information can be viewed online in the family access module of our Skyward information system under attendance. When a student receives three unexcused/unlawful absences, the parent/guardian will receive a notice of unlawful absence by mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice. Any further absences of an unlawful nature will be directed to the magistrate who will investigate and direct to the proper service/agency. If, after the first citation and hearing, additional unlawful absences occur, the principal shall consult the SAP team to formulate a plan for improving the student's attendance pattern. The SAP team shall report the status of cases to the appropriate principal on an ongoing basis.

Simultaneously, the SAP team may refer the case to one or more of the following agencies:

- ❖ CYS
- ❖ Family Services
- ❖ District Magistrate
- ❖ Other Agencies

If an absence is coded as unexcused, students forfeit the right to make up any test or assignments missed during that time.

#### **Excessive Absences**

Excessive absences can jeopardize a student's chances of passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent/guardian of a school-aged child for that child's school attendance. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when absenteeism

is excessive. A doctor's excuse will be required when a student has:

- ❖ Missed a total of ten school days in the year (excused or unexcused)
- ❖ Accumulated three unexcused absences

If a student fails to present a medical excuse for any further absences, a "Notice of Unlawful Absence" will be sent to the Parent/guardian of that student. Any further illegal absences after the parent/guardian have received a "Notice of Unlawful Absence" will necessitate a citation being filed at the District Magistrate as provided for in the Pennsylvania School Code Section 1332-1333. Students may also be assigned after-school detention after accumulating ten days of excused or unexcused/unlawful absences. Additional excused or unexcused/unlawful absences may cause the assignment of additional detention or suspensions.

### **Tardiness to School**

Any student who arrives after the beginning time for homeroom (8:55AM) is required to present a note of explanation from their parent/guardian. Students arriving tardy must have an official excuse from the doctor, dentist, or agency to be coded as excused. The student must report directly to the office to receive a class admission slip. He/She may then report to class. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when tardiness is excessive.

### **Early Dismissal**

Students are expected to be at school for the entire school day. Students must bring a written note from a parent or guardian if they are requesting an early dismissal from school. Students will only be dismissed from school for the following reasons:

- ❖ Illness
- ❖ Death in family
- ❖ Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy
- ❖ Field trips, special programs, athletic, and activity events pre-approved by the administration
- ❖ Pre-arranged medical, dental, clinic, or hospital appointment
- ❖ Educational trips pre-approved by the administration

Students must report to the office to secure permission to leave the building early. Written permission from home must accompany each request. This request should be presented to the office before the homeroom period starts the day the student desires an early dismissal. A call from the office may be made to verify this request. **Students returning from the early dismissal must present printed documentation of attendance including time of appointment immediately upon return to school.** In case illness develops during the day, the school nurse will issue an early dismissal. Doctor and dentist appointments should be made, if possible, on Saturdays, during school holidays, or after 3:15 p.m. If a doctor or dentist appointment is made which requires early dismissal, **the doctor's name and office telephone number must be on the early dismissal request.** Should it become necessary for a student to leave school for health reasons, he/she must go to the nurse's office or the main office and arrangements will be made with the home. (An excuse from the nurse, if present, must be presented to the office.) Under NO circumstances may a student leave the building without signing out in the office. Students who leave school without official documentation will be considered unexcused and subject to disciplinary action. The parent/guardian must sign an Early Dismissal Form upon the student's

dismissal. This completed form remains in the school office. If for any reason you cannot personally pick up your child but intend to send someone else in your place, please notify your child's teacher or school office. While this process may seem involved, your child's safety while assigned to the school is our foremost concern.

#### **Arrival to School**

Primary School campuses are closed until 8:35 am for the 8:40 student arrival. The doors to the buildings will open at 8:40 am. Students who are dropped off at school prior to 8:40 AM may potentially be in danger due to the lack of adult supervision. Staff is not on student supervision until the building doors open due to other commitments at that time.

#### **Dismissal from School**

Primary School campuses are closed until 3:15 pm for the 3:20 student dismissal. The doors to the buildings will open at 3:20 pm for student dismissal via bus, pick-up, or walking. Any dismissal prior to 3:15 is considered an early dismissal.

### **BULLYING**

Kiski Area Schools are committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying, including cyberbullying, is not permitted on school grounds. Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

- ❖ Substantial interference with a student's education.
- ❖ Creation of a threatening environment.
- ❖ Substantial disruption of the orderly operation of the school.

Students who have been bullied are encouraged to report the incident to a teacher or guidance counselor promptly. Confidentiality of all parties shall be maintained, consistent with the building's legal and investigative obligations.

#### **Consequences:**

A student who violates the building's bullying policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- ❖ Counseling within the school
- ❖ Parental conference
- ❖ Loss of school privileges
- ❖ Transfer to another building, classroom, or bus
- ❖ Exclusion from activities
- ❖ Detention
- ❖ Suspension
- ❖ Expulsion
- ❖ Counseling/Therapy outside of school
- ❖ Referral to law enforcement officials

## **BUS TRANSPORTATION**

A large number of our children ride buses to and from school each day. Students must remember that it is a privilege to ride school buses. Violation of rules can withdraw this privilege. The drivers must devote all of their energies and skills to driving. In order to make this trip as safe as possible, students must assume responsibility for observing the following rules for bus transportation.

- ❖ Students should be at their bus stop five minutes before the arrival time of the bus and avoid arriving much earlier.
- ❖ Students shall wait in an orderly manner away from the road in a safe area. Students shall not congregate on private property without express permission from the owner. Students shall enter and leave the bus in a single file.
- ❖ The bus driver is in complete charge of the bus. Any situation that needs attention on the bus should be reported to the driver.
- ❖ Students are required to board and depart from the buses at their assigned bus stop. Students are assigned to a bus stop based on their home addresses. The district may consider a change to a student's bus assignment for emergency or extreme circumstances. Requests for changes must be made in writing on the form provided by the district.
- ❖ The driver may assign students to a specific seat, but students may not reserve seats.
- ❖ Students may not stand while the bus is in motion.
- ❖ Nothing is to be thrown from the window. No arms, feet, or heads should protrude from the windows.
- ❖ When leaving the bus to cross the highway, students must cross ten feet in front of the bus and be careful of traffic coming in either direction along the highway.
- ❖ Students must not open the emergency door unless directed to do so by the driver. The only exception is if the driver has been incapacitated.
- ❖ Students must avoid loud talking and shouting.
- ❖ Eating food, drinking beverages, and smoking are not permitted on the bus.
- ❖ Weapons of any kind, real or facsimile, hand tools, rubber bands, radios, matches, cigarette lighters, or animals of any kind are not permitted on the bus.
- ❖ Only those students actually participating in the activity may ride the activity bus - no spectators.
- ❖ Any conduct that is detrimental to the safe operation of the bus is not permitted.
- ❖ The bus driver will report violations of these rules to the principal for disciplinary action.
- ❖ Any misconduct deemed serious by the driver or school authorities could result in disciplinary action according to the district's discipline policy.
- ❖ Transportation problems, other than discipline problems, should be referred to the administrator in charge of transportation (724-842-0455).
- ❖ A parent/guardian or other responsible person designated to the bus driver must accompany kindergarten students to and from the bus stop. Kindergarten students will not be dropped off at their bus stop without someone there to meet them; they will be returned to the school.
- ❖ Parents/Guardians, babysitters, etc. are not permitted to board the bus at any time.
- ❖ Students not following their usual form of dismissal must present a note to their classroom teachers notifying them of the change. If a note or telephone call from the parent/guardian is not made, all students will follow their normal dismissal.

**Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Bus drivers will report violations of school bus rules to the principal for disciplinary action. When a bus infraction calls for suspension, the principal, in accordance with the Kiski Area School District Discipline Policy, will implement the suspension procedure. Please see Disciplinary Action.

**Video Monitoring Equipment**

Pursuant to Kiski Area School Board Policy 810.2, for the safety of our students and staff, the district utilizes video and audio recording devices on school buses outfitted with this equipment.

Each school bus that is equipped with video/audio recording equipment will contain a clearly posted notice informing drivers and passengers of potential video/audio recording.

The district will communicate and enforce procedures and bus conduct rules to the students and passengers through posted rules on the school bus as well as within the school-provided student handbook. The video/audio monitoring equipment is an aide to monitoring bus behavior and safety, it is not meant to replace the discipline policies and procedures, the authority of the driver, or the responsibility of the school officials, parents, and students. Consequences for disregard of school bus rules and safety procedures will be administered.

Only the Transportation Supervisor, Supervisor's designee, District Administrators, and Bus Company Supervisor shall be authorized to view the video recording for such purposes as

- ❖ Documenting a problem
- ❖ Investigating the validity of a complaint
- ❖ Determining the involvement of individual or individuals in an incident
- ❖ Determining if there was an infraction of behavior or safety procedures

Disciplinary action may be taken as a result of the video/audio documentation. Procedures for the administration of discipline will follow guidelines and procedures.

If there are no bus problems pertaining to the date of a video, that tape may be erased and reused at a later date.

**CHANGE IN STUDENT BUILDING ASSIGNMENT**

Any parent(s)/guardian(s) requesting a change in their child's building assignment must do so prior to each new school year. The parent or guardian with custodial rights must submit an official letter via US Mail to Emily Mather, Director of Curriculum and Instruction (K-6) by June 30 annually. The address to send the request is 200 Poplar Street, Vandergrift, PA 15690, stating the child's name, grade assignment, present building assignment, requested building assignment, parents'/guardians' phone number, and reason for the change. All requests will be evaluated on the basis of space available in the building or class size and availability of transportation. The parent(s)/guardian(s) will be notified in writing as to the outcome of their request.

## **CHANGE OF ADDRESS & PHONE NUMBER**

Please notify the school office and elementary classroom teacher as soon as possible of any change of address or telephone number. It is imperative that the district has an up-to-date and correct listing for emergency situations and parent contact. Parent(s)/Guardian(s) are asked to update this information at the beginning of each year and as needed throughout the school year.

## **Child Find**

### **CHILD FIND and ANNUAL NOTICES to PARENTS**

#### **Services for Pre-School Children**

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays, or physical or mental disabilities and their families are eligible for early intervention services, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an “eligible young child” could include:

- By the age of 3: not saying many words; not using 2- or 3-word phrases and sentences; not walking; awkward gait (walking); drooling; not answering “show” or “what” questions, or not using utensils to feed self.
- By the age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross, or imitate a vertical line; not able to understand the child’s speech most of the time; difficulty following simple two-step directions (e.g., pick up the paper and put it in the garbage);
- By the age of 5 (all of the above included): unable to answer “where” questions; unable to recall details from a story; not drawing a person with at least six parts; immature speech patterns (me instead of I), not able to hop forward with one foot without support.
- Other warning signs at any age: little or no eye contact, over/under sensitivities to pain, light, and noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won’t touch or eat certain textures; child no longer can do something they used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).

Screening for preschool children is available through Intermediate Unit #7. Contact the Westmoreland Intermediate Unit at 1-800-327-9487 or the Kiski Area School District for additional information.

#### **Services for School-Age Students with Disabilities**

KASD provides free, appropriate public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as outlined in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment,

Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or the National Dissemination Center for Children with Disabilities (NICHCY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the Director of Special Education and Student Services at 724- 842-0452 or the School Psychologist, Mr. Scot Harvey, at 724-567-6706.

The District uses identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefits and student progress. Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education. These screening activities include a review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Elementary Student Assistant Program (ESAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the building principal or Director of Student Support Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The IEP Team determines the extent of special education services and the location for the delivery of such services based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's building principal or the Director of Special Education and Student Services at 724-842-0452.

### **Services for Mentally Gifted Students**

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16. It states that a mentally gifted student demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally giftedness must include a full assessment by a certified school psychologist.

We conduct a Gifted Multidisciplinary Evaluation (GMDE) once a student meets the screening requirements. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths, and educational needs. The Gifted Written Report (GWR) brings together the evaluation and reevaluation findings concerning the student's educational needs and strengths.

The GWR makes recommendations as to whether the student is gifted and needs specially designed instruction, which the GMDE Team considers in the development of the Gifted Individualized Education Plan (GIEP). After the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued.

Parents have the right to obtain an independent education evaluation to share with the District at their own expense. The District must consider the independent evaluation results in any decision made concerning the provision of a gifted education.

Parents of mentally gifted students have the right to request a special education due process hearing or file a compliance complaint with the Pennsylvania Department of Education. Details concerning the procedures governing hearing requests may be found on the Office for Dispute Resolution website: <http://odr-pa.org>. For additional information, contact the Director of Special Education and Student Services at 724-842-0452.

### **Services for Students in Nonpublic Schools**

Parents of nonpublic school students who suspect their child has a disability and needs special education may request a multidisciplinary evaluation through a written request to the Director of Special Education and Student Services at 724-842-0452.

To receive special education services and programs, a student must (1) qualify through the twopronged evaluation concerning the existence of exceptionality and a consequent need for specially designed instruction and (2) be enrolled in the school district. Suppose a student in a nonpublic school qualifies for special education services, and the parent does not wish to enroll them in the district full-time through dual enrollment. In that case, the student can access these services during the scheduled times when the services are available in the district. However, transportation to and from those services is the parent's responsibility.

### **Services for Protected Handicapped Students**

In compliance with state and federal law, KASD will provide protected disabled students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. We provide these related services or accommodations without discrimination or cost to the student or family. To qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and safeguards for protected disabled students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected disabled students fall under Pennsylvania Chapter 15 of Title 22 of the State Board of Education Regulations, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. Contact the child's

building principal for further information about the evaluation procedures and provisions of services to protect disabled students.

## **STUDENT SERVICES**

### **Confidentiality of Student Records**

KASD protects the confidentiality of personally identifiable information for all students following state and federal law and the District's student records policy.

### **Student Records**

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged, so a policy regarding the collection, maintenance, and dissemination of records has been adopted by the KASD School Board. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

You have the right to inspect your child's records within forty-five days of the date of a written request. You may make a written request for copies of your child's records at a fee not to exceed duplicating costs. Submit requests for review, inspection, or duplication to the staff person responsible for the records. (Refer to 'Location of Records' below.) If you believe any information in the records is inaccurate, misleading, or violating privacy, you may request a change in records or have a hearing if the request is refused.

### **Release of Information**

We do not release your child's records without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won, offices held, recognition for achievements, post-high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty days of the receipt of this notice. Please address such requests to the building principal.

### **Additional Exceptions**

We may move your child's records to another school or school system where you plan to enroll your child, or your child is already enrolled. You must notify the responsible staff person at KASD, or if the enrolling school system submits a written notification of enrollment and the disclosure of the information requested is for purposes related to the student's enrollment or transfer. The following is a list of examples:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.

- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

### **Maintenance of Records**

Records will be maintained on a child until they are no longer necessary. We retain Special Education Records for six years. We keep Permanent Records for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and nonacademic awards. Parents have certain rights concerning their child's records that are transferred to a student when they reach the age of 18 or attend an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

If you wish to review the policy regarding records for eligible and non-eligible students, the Director of Student Support Services may be contacted. Should you feel that the District is not providing the rights guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam-related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

### **Location of Records**

- Directory Information - Principal's Office
- Cumulative or Permanent Records - Principal's or School Counselor's Office
- Discipline Records - Principal's Office
- Principal's File - Principal's Office
- Health Records - Nurse's Office
- Annual Attendance Records - District Office
- Psychological Reports/Special Education Files - Director of Special Education and Student Services Office

## **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If someone does not understand this notice, they should contact the building principal or Director of Special Education and Student Services at 724-842-0452.

If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication). If this service is needed, please contact your child's principal or guidance counselor at the school or the Director of Special Education and Student Services at 724-842-0452.

## **CLASSROOM ASSIGNMENTS/TEACHER REQUESTS**

We group classrooms heterogeneously to mirror our society which is also a federal requirement for equity within the school. When balancing classrooms, we look at the following factors: gender, ethnicity, ability levels, student needs, behavior concerns, and special program needs. In the best interest of the student and the teacher, we refrain from placing a student in a classroom where their parent or close relative is the teacher. We consider parent input; however, it does not guarantee placement of the student with a particular teacher. The final decision on all student placements rests with the administration. You must submit a letter to the building principal **no later than May 1st**. In the summer, we notify students via Skyward, our student management system, regarding class placement.

## **COMMUNICATION BETWEEN HOME & SCHOOL**

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel. Parent(s)/Guardian(s) should communicate **first** with teachers regarding classroom problems. Appointments for private conferences with teachers should be made in advance by contacting the teacher. Problems that cannot be resolved during parent-teacher conferences should be taken to the building's principal.

## **COMMUNITY AGENCIES**

The district maintains lines of communication for referral purposes with such agencies as the Westmoreland Mental Health Center and the Armstrong County Family Counseling Center. If services of these agencies are needed, the school officials and/or guidance personnel will be ready to help.

## **COMPLAINT PROCEDURE**

When a parent/guardian or student has a complaint, it is district procedure to resolve the complaint at the lowest possible level beginning with the classroom teacher. The next step

would be contacting the building principal and then the district office administrator. Following this procedure will ensure that the process is not delayed.

## **CONFERENCES**

Parent-teacher conferences are valuable and encouraged throughout the school year. Appointments can be made by calling either the elementary teacher or the elementary guidance counselor.

## **COURT ORDERS & CUSTODIAL PARENTS**

The district will direct all communication to the student's natural parent(s)/guardian(s). When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school should be presented with legal documentation. Court Orders of this nature should be registered with the Assistant to Superintendent for K-12 Education and Safety at the Administration Office, 200 Poplar Street, Vandergrift, PA 15690.

## **DEFICIENCY NOTICE**

A deficiency notice is posted to the Qmaltiv student management system whenever a student is performing below expectations. This notice will be posted at the midpoint of each grading period.

## **DESKS & LOCKERS**

Students should be aware that the desks and/or lockers to which they have been assigned remain the property of the Kiski Area School District.

## **DESTRUCTION OF SCHOOL PROPERTY**

Any student caught defacing, injuring, or destroying school property will be suspended, and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code which reads as follows: Section 777 Defacing, Injuring or Destroying Property Used for School Purposes: Penalty. If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse used in connection therewith; or shall deface, injure, damage or destroy any school furniture, electronic devices, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less

than five (\$5) and not more than two hundred dollars (\$200), or undergo imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

### **Care of Building**

It is the obligation of every student to avoid damaging or defacing buildings, furniture, electronic devices, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements. Any damage is to be reported to the office immediately and those responsible for it will be held liable. Supplies of permanent or semi-permanent materials, i.e., books, Chromebooks, etc. which are distributed to individual students must be returned in good condition at the end of the current term. Students who destroy, deface or lose this equipment will not be given report cards until such equipment is paid for.

## **DIRECTORY INFORMATION**

### **Information Made Public**

Kiski Area School District maintains directory information relating to its students. This information will be made public. You may, however, request that directory information not be released. The parent(s)/guardian(s) of the student or the eligible student can refuse to permit the designation of any or all of the category of personally identifiable information if the Superintendent of schools is notified in writing by the last Friday in September.

The directory information includes the following:

- ❖ Student's name, address, phone number
- ❖ Date and place of birth
- ❖ Major field of study
- ❖ Participation in officially recognized activities and sports
- ❖ Weight and height of members of athletic teams
- ❖ Dates of attendance
- ❖ Degrees and awards received
- ❖ Most recent previous educational agency or institution attended by the student
- ❖ Other similar information

### **Record Responsibility**

The Superintendent is the responsible authority for all records in our district. He/She is charged with the responsibility of determining what records are to be kept and who has access to them. By law, he/she may delegate the responsibility to another school official. Requests to review student records should be directed to the Assistant to the Superintendent whose office is located at the central office. The mailing address is 200 Poplar Street, Vandergrift, PA 15690. The elementary guidance counselor is the responsible authority in charge of record review for all elementary school buildings.

## **DISCIPLINE POLICY**

The Kiski Area School District shall establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct of all students in the district.

The Kiski Area School District prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct, and district rules and regulations.

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board 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 the state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at any other time while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:

- ❖ The conduct involves, threatens, or makes more likely violence, use of force, or other serious harm directed at students, staff or the school environment.
- ❖ The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
- ❖ The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs.
- ❖ The conduct involves the theft or vandalism of school property.
- ❖ The proximity, timing, or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not to be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

The building principal shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct, and school rules, and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are in the jurisdiction of the Kiski Area School Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

When attending school activities, all school rules apply. Such activities are strictly an extension of the school day. Extra-curricular rules and regulations governing students in those activities will be in addition to the district's discipline policy.

Exclusion from school may be affected by a temporary suspension, full suspension, or expulsion. Consistent temporary or full suspensions as well as the severity of the infraction could lead to expulsion. In all cases, the administrators will adhere to the due process procedures outlined in detail in the district's discipline policy and the Pennsylvania School Code.

**Temporary Suspension (1-3 days: in-school or out-of-school)**

1. Use of profane or obscene language or gestures while under school supervision.
2. The possession or use of matches, lighters, or any tobacco product.\*
3. Threatening of students or teachers.
4. Fighting between two or more students.
5. Insubordination - refusal to follow the instruction of a school employee or failure to identify oneself upon request.
6. Misconduct/disobedience (sec. 1318 school code).
7. Leaving an assigned location or school without permission from the office.
8. Truancy/class cut.
9. Forging or falsifying school forms or the use of forged documents.
10. Theft of school equipment plus any item(s) taken from teachers, students, locker rooms, closets, or any place in the school or on school property.
11. Malicious mischief and school vandalism.
12. Malicious telephone calls to school personnel.
13. Verbal abuse/harassment.
14. Violation of the medication policy.
15. Public show of affection.
16. Other offenses that are deemed in conflict with the normal operation of the educational process.

**\*In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.**

**Full Suspension (4-10 days: out-of-school)**

1. Possessing, dispensing, selling, or use of alcoholic beverages on school property or for school-related activities.

2. Possessing, dispensing, selling, or use of drugs that are in violation of the Dangerous Drug and Cosmetic Act on school property or at school-related activities.
3. Assault and/or battery including striking or causing physical injury while under the school's supervision to students and/or school personnel.
4. Possessing or use of weapon(s) on school property. "Weapons" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck sticks, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. \*\*
5. Participation in a terroristic threat or attempt.
6. Tampering with firefighting equipment or emergency system (false alarm).
7. Moral offenses, such as indecent assault, exhibitionism, and possessing pornographic material.
8. Possessing blasting caps, firecrackers, smoke bombs, or any other explosive devices on school property.
9. Complete disregard for school rules and regulations.
10. Severe abuse/harassment
11. Other types of offenses that are deemed in conflict with the normal operation of the educational process.

\*\*This suspendable behavior may result in an expulsion based on Act 26: June 30, 1995, of the PA School Code.

After three (3) temporary suspensions, any subsequent suspension will be for ten (10) days out of school. Expulsion shall mean exclusion from school for an offense exceeding ten (10) school days and may be permanent expulsion from the school rolls. These cases shall be acted upon by the Board of School Directors after appropriate due process.

\*Act 145 of 1996 identifies, as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus, or on any school property. According to the law, any student found in possession of tobacco may face a fine of not more than fifty (50) dollars plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the District.

#### **Suspensions and Extra-Curricular Activities**

Any student assigned a temporary or full suspension may have his/her membership in school organizations terminated for the school year. Please check the by-laws of any school-sponsored activities in which your child participates. **No student is permitted to participate in extracurricular activities for the entire duration of his/her suspension.**

#### **Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Violations of school bus rules will be reported by the driver to the principal for disciplinary action. When the bus infraction calls for a suspension, in accordance with the Kiski Area School District Discipline Policy, the suspension procedure for school offenses will be implemented by the principal.

**Food Items**

Food and drink should only be consumed in the cafeteria or under direct teacher supervision as part of a classroom lesson. Students found eating or drinking in the classrooms, hallways, school bus, etc. without permission may be subjected to discipline.

**DISCRIMINATION POLICY**

The Kiski Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.aa For information regarding civil rights or grievance procedures please contact The Director of Student Support Services, at (724) 842-0463.

**DISSEMINATION OF MATERIAL**

For the purpose of this policy, dissemination shall mean students distributing or publicly displaying non-school materials to others:

- ❖ On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
- ❖ At any time or location when creating or sending information using email, websites, online platforms, social media channels, or other technological means that are owned, provided, or sponsored by the school district.

The expression means verbal, written, technological or symbolic representation or communication. Non-school materials mean any printed, technological, or written materials, regardless of form, source, or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the District. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas, digital bulletin boards, personal websites, and the like.

**Limitations on Student Expression**

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

- ❖ Violates federal, state, or local laws, Board policy, or district rules or procedures.
- ❖ Is defamatory, obscene, lewd, vulgar, or profane.
- ❖ Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol, or illegal drugs.

- ❖ Incites violence, advocates use of force, or threatens serious harm to the school or community.
- ❖ Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
- ❖ Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
- ❖ Violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The limitations, prohibitions, and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

- ❖ Incites violence, advocates use of force, or otherwise threatens serious harm directed at students, staff or the school environment.
- ❖ Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
- ❖ Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

#### **Dissemination of Non-school Materials**

The Kiski Area School District requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools while recognizing the rights of students to engage in protected expression. The Kiski Area School District requires that students who wish to disseminate non-school materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place, and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for cleaning any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed non-school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

## **DRESS GUIDELINES**

Kiski Area students have enjoyed a fine reputation for being neat and properly dressed at school and at school activities. Attire that is hazardous to health or safety or which is disruptive to the educational process, as determined by the principal, is considered improper for school. In addition, the following is considered **improper school attire**:

- ❖ Head scarves, hats, hoods
- ❖ Clothing that is ripped, torn, sheer or has holes
- ❖ Flip flops
- ❖ Midriff shirts, halter tops, spaghetti straps, tank tops (shoulders should be covered)
- ❖ Clothing with obscene or suggestive print, clothing which advertises or promotes drugs, tobacco or alcohol products, pornography or gang affiliation (includes suggestive printing on clothing that can be interpreted with double meaning)
- ❖ Tight, revealing shorts, short shorts, men's boxer shorts, and sleepwear. All lower body garments should be near the fingertips when arms and hands are by the side.
- ❖ Clothing or accessories utilizing spikes, studs, or chains are not permitted.
- ❖ Sagging pants will not be permitted.
- ❖ Clothing or patches displaying statements of hate, prejudice, bigotry, or sexism are not permitted.
- ❖ Students are not permitted to wear coats or outer garments of any type indoors.

If one or more of these guidelines is violated, your student will be sent to the principal's office for further disciplinary action.

## **DRUG POLICY/CONTROLLED SUBSTANCES**

The Kiski Area School District recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community.

Definition of controlled substances shall include

- ❖ Controlled substances prohibited by federal and state law.
- ❖ Look-alike drugs.
- ❖ Alcoholic beverages.
- ❖ Anabolic steroids.
- ❖ Drug paraphernalia.
- ❖ Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

- ❖ Substances that when ingested cause a physiological effect that is similar to the effects of a controlled substance as defined by federal or state law.
- ❖ Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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.

The Kiski Area School District 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.

The Kiski Area School District 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.

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

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.

#### **Tobacco**

The Kiski Area School District recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and for the safety and environment of the schools.

The definition of tobacco for this policy includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material and smokeless tobacco in any form.

The Kiski Area School District prohibits the possession, use, or sale of tobacco by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Kiski Area School District prohibits the possession, use, or sale of tobacco by students at school-sponsored activities that are held off school property.

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.

## **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to, cell phones, smart watches, earbuds, tablets, cameras, gaming devices, and other personal devices capable of recording, communicating, accessing the Internet, or transmitting data.

Students are encouraged to leave personal electronic devices at home. If a device is brought to school, it must remain turned off and stored in the student's backpack or another location designated by school staff during the school day unless its use is specifically authorized by school personnel for an educational, medical, or other approved purpose.

Students should not use personal electronic devices to communicate with parents or guardians during the school day unless directed or approved by school personnel. If a student needs to contact a parent or guardian, or if a parent or guardian needs to contact a student, communication should generally occur through the school office.

Students with an approved medical need or accommodation may be permitted to possess or use an electronic device as authorized by the principal, school nurse, Individualized Education Program (IEP), Section 504 Service Agreement, or other applicable plan.

The use of electronic devices in restrooms, locker rooms, health suites, changing areas, or any other location where an individual has a reasonable expectation of privacy is prohibited at all times.

Inappropriate use of an electronic device, including photographing, recording, transmitting, viewing, or sharing material in violation of the Code of Student Conduct, Board policy, or law, may result in disciplinary action.

## **EMERGENCY CLOSINGS**

If the schools will be closed, or if there will be a delayed starting time, announcements will be made on the following television stations and the KA Website (<https://kiskiarea.com>), KDKA, WPXI, WTAE. Family telephone numbers that have been shared and recorded in the Skyward Student Information System will also be auto-called through the district's phone alert system which will be activated for closings. If schools are closed or students are excused early due to an emergency, all activities are canceled for that day or days.

## **EMERGENCY DRILL INSTRUCTIONS**

For the safety of all concerned and in accordance with current PA State Law, schools are required to have monthly fire drills. These drills are practiced so that the building can be evacuated quickly. Teachers will instruct students on the procedure necessary to exit classrooms in accordance with evacuation maps posted in each room. The following precautions will be observed during emergency evacuations:

- ❖ Quickly proceed as instructed to the nearest exit.
- ❖ Keep as quiet as possible for there may be additional instructions.
- ❖ In case the exit is blocked, move to the nearest open exit.
- ❖ Each class will line up at a safe distance from the building and roll call will be taken.
- ❖ Return to the building when directed.

Emergency weather drills will also be implemented during each school year. Students and staff will follow the evacuation directions posted in classrooms.

## **EMERGENCY PROCEDURE**

Each school building in the Kiski Area School District has in place a Building Management Plan inclusive of emergency procedures. The procedures include plans for incidents occurring in various areas of the individual buildings and take the students' needs and safety in each building into consideration. These plans are reviewed on a monthly basis by a team of administrators to increase the likelihood of their successful implementation. To protect our school community from unwarranted confusion, it will not be the procedure in the Kiski Area School District to distribute blanket letters in the event of false reports of critical incidents. Parent(s)/Guardian(s) will be notified when legitimate emergency situations occur.

## **ENGLISH LANGUAGE LEARNERS**

This information is important for all English language learners (students whose native language is not English) and their parents/guardians. Throughout the school year, very important information is sent home or provided to students in school. An example would be the parent/student handbook, which contains information, schedules, calendars, policies, etc., all critical to the student's successful participation in school. English-speaking parents or guardians should take the time to review this information with their children. If you are not able to do this due to the level of your own English proficiency, the District will provide translators or interpreters in your native language to assist you. If this service is needed, please contact your child's principal or guidance counselor at the school.

## **ENTERING THE BUILDING**

Students may enter the building no earlier than 8:40 a.m. It has been proven that eating breakfast regularly can benefit a student's academic performance. Therefore, breakfast is served before the beginning of each school day. Please refer to the district communications for breakfast prices.

## **EXCEPTIONAL STUDENTS (Including the Mentally Gifted)**

Kiski Area School District provides a free, appropriate, public education to gifted and other exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, intellectual disability, multi- handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted or special education programs and services.

When screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Directors of Student Support Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP). The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special program. Parents are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

### **FALSE ALARMS**

Any student caught pulling fire alarms or calling a false alarm to the school, 911, or another agency will receive a full suspension and be referred to the proper authorities to prosecute under Section 4905 of the Criminal Code.

Section 4905 - A person who knowingly causes a false alarm of fire or other emergencies to be transmitted to or within any organization, official, or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.

## **FIELD TRIPS**

Each elementary student will be able to attend a PTO/PTA-sponsored field trip. Volunteer adult chaperones for field trips are maintained at a ratio of one chaperone to six students. Chaperones must be current PTO members and are selected at random.

## **FOOD IN CLASSROOMS**

(for parties and treats)

Distribution of food or treats outside the school lunch program, except for individually and commercially wrapped foods are prohibited. Foods made at home may not be distributed within the school. If your child wants to send in a birthday treat, encourage them to bring in a healthy snack, or even better, bring an item for the classroom such as a classroom book or other supplies such as pencils, erasers, etc. This strict interpretation of the school district wellness policy is because of the growing number of students who struggle with food allergies, diabetes, and childhood obesity. All food items will be sent home with students to be consumed.

## **FUNDRAISERS**

Food items will not be sold during the school day for fundraising. Marketing, pricing, and nutrition education strategies will be used to encourage the selection of healthier foods. The Food Service Director can provide assistance in identifying foods that meet the criteria for fundraisers occurring outside the school day.

## **GIFTS**

Parent(s)/Guardian(s) and pupils are requested to refrain from sending gifts to school personnel. This gesture of gratitude has been appreciated in the past, but the practice can be a burden to some parent(s)/guardian(s) and can cause embarrassment to some students.

## **GRADING POLICY**

### **Grading System**

Grades will be reported using a standards-based system in grades K-3. The Achievement Indicators used are as follows:

- Exceeding Expectations (EE)
- Meeting Expectations (ME)
- Approaching Expectations (AE)
- Below Expectations (BE)

Grade 4 will be using a percentage system. Percentages for each of the four grading periods will be averaged to calculate the final grade. The lowest percentage calculated and reported for a failing grade will be 56%.

The following grading scale will be used when converting percentages to letter grades.

|   |          |
|---|----------|
| A | 100 – 90 |
| B | 89 – 80  |
| C | 79 – 70  |
| D | 69 – 60  |
| E | 59 – 50  |

Each teacher will explain to their students the grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that the students are aware, at any time during the grading period, where they stand.

#### **Incomplete Grades**

Students returning to school following an absence(s) must make up assignments/tests with their teachers immediately. During the final grading period, all incomplete work must be completed by the last day of school or the grade in question becomes a failing mark.

A long-term illness is treated separately. The teacher and administration shall review any unusual incomplete grade that affects passing or failing a subject for the year.

#### **Intentional Non-Learners**

It is the mission of the Kiski Area School District to ensure that every child is learning at the highest level they ever have. In the event that a student is identified as an Intentional Non-Learner (unwilling to put forth the necessary effort for growth), he/she may be assigned working lunches and/or after-school study sessions at the discretion of the teacher(s). Parents will be notified when a student has been identified as an intentional non-learner. If the behavior does not improve with the aforementioned interventions, parents will be required to attend a formal meeting with the classroom teacher, guidance counselor, and administrators.

#### **Procedure for Promotion and Retention**

Students are promoted or retained based upon the recommendation of the academic team. The academic team will be made up of the student's present teachers, guidance counselor, and building administrators. The building principal will make the final decision after consultation with the Assistant to Superintendent for K-12 Education and Safety if necessary. Promotion or retention of students will be determined by the evaluation of the pupil's progress using multiple criteria. Criteria may include, but not be limited to classroom grades, with primary emphasis on math, English, science, social studies, and reading, standardized test results, and local/state assessments. Parents/Guardians will receive deficiency reports and be advised, in writing, in advance of possible retentions.

### **HANDICAPPED STUDENTS** **(Chapter 15 Regulations)**

In compliance with state and federal law, the Kiski Area School District will provide each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In

order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. Programs, such as adaptive physical education, have been established for those students with physical limitations or disabilities. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Student Support Services at the Central Office at 200 Poplar Street, Vandergrift, PA 15690.

## **HARASSMENT**

The Kiski Area School Board strives to provide and maintain a learning and working environment that is free from unlawful harassment. Neither student nor employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student, or an employee to harass another employee through conduct or communications of an unlawful nature as defined below. The Board encourages students and employees who have been harassed to promptly report such incidents to the designated school employee. The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are verified. The Board directs the administration to annually inform students, parents, and employees that unlawful harassment will not be tolerated.

### **Definitions**

The term harassment includes but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational/working environment. Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- ❖ Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status or an individual’s continued employment.
- ❖ Submission to or rejection of such conduct used as the basis for academic or employment decisions affecting the individual.
- ❖ Such conduct deprives a student of educational aid, benefits, services, or treatment.
- ❖ Such conduct has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile, or offensive environment for the student or employee. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of

- ❖ publication in elementary and secondary handbooks
- ❖ presentation at secondary assemblies
- ❖ training sessions for employees
- ❖ posting of notices/signs
- ❖ distribution of written policy to all employees

The district shall provide training for students and staff concerning all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of fellow students and ensuring an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, or the school nurse. All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor. If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrator.

### **Guidelines**

When a student/employee believes that s/he is being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

### **Complaint Procedure for Student**

- ❖ A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
- ❖ The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.
- ❖ The building principal shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. Copies of the report shall be provided to the complainant's parents/guardians, the accused, the Superintendent, and others directly involved, as appropriate.
- ❖ If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline for Student**

A substantiated charge against a district student shall subject the student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

### **Appeal Procedure for Student**

- ❖ If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
- ❖ The Superintendent shall review the initial investigation and report and may conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parents/guardians, the accused, the building principal, and others directly involved, as appropriate.

## **HEALTH SERVICES**

The health appraisal is made up of information obtained from medical and dental examinations, screening tests, past and present medical history provided by the parent(s)/guardian(s) as well as teacher and nurse observations. The Pennsylvania State School Health Law requires students to have medical examinations upon original entry into school. The law also requires that students in grades kindergarten or first and third have dental examinations. These grades are selected because they represent critical periods of growth and development in children's lives. To provide continuity in children's medical and dental care, parent(s)/guardian(s) are urged to have these examinations done by their family physician and dentist. Kiski Area School District does not assume financial responsibility for examinations performed by private physicians and dentists. Medical problems found during examinations are recorded in students' health records. Teachers are notified in writing of any health-related conditions that could affect classroom performance. The school is vitally interested in the health status of every student. Its objective is to maintain, protect and when possible, improve the health of each individual.

### **First Aid – Injuries**

The school nurse may provide immediate, proper emergency care when needed but is limited to first-aid treatment only. The nurse may advise the necessity for medical attention. The school nurse may not diagnose and may never administer medication of any sort except by the direct order of the physician.

### **Head Lice**

Kiski Area School District will use best practices in the management of head lice.

- ❖ A student who is found with an active head lice infestation and/or nits may remain in school and class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
- ❖ The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
- ❖ To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
- ❖ The student will be allowed to return to school after being treated and the student has no live lice found on inspection. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice form upon the student's return to school. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.

- ❖ Any absence beyond one day, relative to head lice, will be regarded as an unexcused absence unless accompanied by a physician's excuse.

### **Health Screenings**

All students' weight, height, body mass index, and vision are screened annually. All children in kindergarten and grades one, two, and three are given a hearing test. Children with a history of hearing loss are examined yearly.

Parent(s)/Guardian(s) are notified by the school nurse of defects or abnormalities detected in the above examinations and screenings. If your child is NOT to receive one of the examinations/screenings, submit your opposition to the school nurse in writing by September 15th. The school nurse follows up on the examinations/screenings by attempting to secure corrections and/or encouraging parent(s)/guardian(s) to seek necessary treatment.

### **Illness/Sick Students**

Illnesses are defined as but are not limited to, fever, conjunctivitis, flu, unusual rash, severe cough, rapid or labored breathing, severe cold, vomiting, diarrhea, head lice, or temperature over 100 degrees Fahrenheit.

Sick students are not permitted to attend school. Regulations of Communicable Disease and Non-Communicable Disease of the Pennsylvania Department of Health make it possible for the school nurse to recommend the exclusion of a child on suspicion of having a communicable disease or infectious condition.

In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness, or suspected communicable disease necessitates that a child leaves school, the parent(s)/guardian(s) or another responsible person will be notified.

**Transportation of the child at this time is a family responsibility and parent(s)/guardian(s) are to recognize and assume this responsibility.**

### **Immunizations**

The law requires that all children entering school must have verification of the following immunizations:

- ❖ 4 doses of tetanus, diphtheria, and acellular pertussis\*  
(1 dose on or after the 4th birthday)
- ❖ 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after the previous dose given)
- ❖ 2 doses of measles, mumps, and rubella\*\*
- ❖ 3 doses of hepatitis B
- ❖ 2 doses of varicella (chicken pox) or evidence of immunity

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

### **Medication Administration**

**An order from a licensed prescriber** (physician, physician's assistant, or nurse practitioner) **is required for all medications, even over-the-counter medications,**

according to recently updated *Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care* issued by the Pennsylvania Department of Health, in consultation with the Department of Education and the Department of State.

The Kiski Area School District is requiring a medication order from a licensed prescriber for all medications brought into the school for an individual student according to these updated guidelines. The district will continue to have standing orders in place from our school physician that allow the nurses to care for common illnesses and injuries as they have done in the past. The medications in the standing orders include those used for basic first aid treatment such as Caladryl lotion for skin irritations and Orajel for tooth pain. Tylenol or ibuprofen is also available for grades 3-12 only. The Emergency Information form that will be sent home on the first day of school will include an area of parental/guardian consent to administer the standing orders.

**Medications should be brought to the school only by a parent or guardian, NOT the student.** Up to a 30-day supply of each medication may be brought in at a time.

It will be the responsibility of the school's designee to communicate with the parent(s)/guardian(s) on an ongoing basis if a child is medicated for an entire year with the same prescription. The communication may be noted on the back of the Administration of Medication Form. The school's designee will secure prescribed medication in a safe place and only offer to the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school designee. Except for asthma rescue inhalers and epinephrine auto-injectors, at no time should a student be in possession of medication. The school will take direction with the student and his/her parent(s)/guardian(s) regarding this matter.

#### **School Nurse**

The primary objective of the school nurse is to provide services to promote and maintain the health of the students. Therefore, the school health services are designed to appraise the health status of pupils, counsel pupils, parent(s)/guardian(s), and others concerning appraisal findings, assist in the identification and education of handicapped children, help prevent and control disease, provide emergency services for injury or sudden illness, plan services which will provide a healthful environment, adjust individual school programs to meet the needs of children with health problems and maintain comprehensive health records for each child.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for pupils who are unable to attend school in accordance with rules and regulations prescribed by the Pennsylvania Department of Education. Requests for homebound instruction should be directed to the building principal/Director of Student Support Services.

### **HOMELESS INFORMATION**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

#### **Who is considered homeless**

—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

#### **Where can students experiencing homelessness attend school?**

—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

Students shall not be discriminated against, segregated, nor stigmatized based on their status as homeless. To the extent feasible and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Kiski Area School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

#### **What supports can school districts provide to homeless students?**

—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

#### **Homeless Dispute Process**

—If there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact the Homeless Liaison, Mr. Darren Kennedy at 724-842-0463.

## **INSURANCE - STUDENT ACCIDENT**

Low-cost student accident insurance is made available to students. It includes coverage for injuries that occur at school or on the way to or from school. Another policy that provides twenty-four-hour coverage is available at a higher premium. Parent(s)/guardian(s) are responsible for payment of premiums if they desire a policy.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

The Kiski Area School District uses an outside professional contractor for all pest control. The contractor uses an IPM approach to pest management which focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. Routine cleaning, maintenance, and monthly inspection by the pest management contractor are integral components of the program. Between inspections, pest sightings are reported to our pest management contractor through the Maintenance Supervisor. The contractor evaluates pest problems and appropriate pest management techniques to address the problem. These techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing pests, and as a last resort, application of chemical pesticides. All pesticides will be dispensed by the licensed pest management contractor and will follow accepted IPM procedures.

## **INTERNET POLICY**

[Click here to view the KASD Internet Policy](#)

## **LOST AND DESTROYED SCHOOL PROPERTY**

Charges for lost or destroyed books are based on the original cost of the book and the age of the book. Parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

## **LUNCH TIME REGULATIONS**

- ❖ Students will not be permitted to leave the school grounds at lunchtime.
- ❖ Students may receive lunch in the school cafeteria or carry lunch from home.
- ❖ Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
- ❖ Money must be available in the student account to purchase extras.
- ❖ Students must walk to lunch in an orderly fashion. No running.
- ❖ Students will not push ahead of others in the lunch line. Teachers will send violators to the rear of the line.
- ❖ Students are urged to pass through the serving area as rapidly as possible.
- ❖ Students are to observe good table manners.

- ❖ Students should leave tables clean for the next lunch period. They should take all trays and silverware to the proper areas and dispose of trash in the provided trash cans.
- ❖ Food and drink are not permitted to leave the cafeteria.
- ❖ Lunch period should be a time of relaxation. Students should use it properly and wisely.
- ❖ Students may be assigned to lunch tables based on their homeroom. Students will be required to remain in their selected seats throughout the year. Lunch monitors may reassign student seats for behavior issues or safety concerns.

## **MEDIA CENTER**

Libraries have been established in all elementary schools. Students at all grade levels have the opportunity to check out books each week. Proper conduct, especially working quietly, is required in the library at all times. All books and magazines borrowed from the library are charged to the students taking them out. Books may be borrowed on a weekly basis. The borrower is responsible for all books charged to him/her.

## **PARTIES (CLASSROOM)**

Classroom parties are limited to two per year in primary schools. Volunteers must be PTO/PTA members. Two volunteers per classroom are permitted to assist with each party unless otherwise directed by building administration. There are to be no gift exchanges or collections of money for party expenses or gifts. Activities utilized as part of classroom parties must adhere to the code of student conduct. It is the responsibility of the volunteering adult to ensure compliance with all school policies and regulations.

## **PARTIES (STUDENT)**

Invitations for students' parties outside of school may be distributed in the classroom at a time determined by the teacher. If there is not an invitation for each student in the class, or for each female/male for same-gender parties, the invitations may not be distributed at school.

## **PHOTOGRAPHS OF STUDENTS**

Kiski Area School District provides opportunities for reporters and photographers to interview and/or photograph students. A staff member is always present. These photographs may be used by the school or the district in publications including but not limited to school newsletters, the Kiski Voice, Kiski Area's website ([www.kiskiarea.com](http://www.kiskiarea.com)) as well as local newspapers. Students may or may not be identified by name. If you prefer that your child not be interviewed or photographed for publicity purposes, please notify your building principal in writing annually.

## **PHOTOGRAPHS – STUDENT PICTURE DAY**

Student pictures are taken each year and may be purchased by parent(s)/guardian(s). Students will be notified about the date these photos will be taken. Students will need to have their money when the picture is taken. A make-up day is available for students who are absent from school on picture day.

### **PICNIC**

The "School Picnic" is held annually at Kennywood Park. Parent(s)/Guardian(s) and students are hereby informed that the Kiski Area School District is involved from the standpoint of getting reduced rates for ride tickets only. The "School Picnic" is not a chaperoned event. Parent(s)/Guardian(s) and students must make arrangements for student supervision to and from and inside Kennywood Park.

### **PRIVATE PROPERTY PROTECTION**

Kiski Area School District **is not** responsible for lost, stolen, or broken items. The trading, bartering, or selling of personal items between students is prohibited in any school as a means of protecting children from the loss of property and personal belongings. Participation in administratively approved fundraising efforts in accordance with the Kiski Area School District policy covering those activities is permitted.

### **PUBLIC DISPLAYS OF AFFECTION**

This is a public school to be used and enjoyed by all the students enrolled here. One of the objectives of the administration of this school is to teach the students a type of behavior that is socially acceptable. Therefore, we ask that all students refrain from holding hands, hugging, kissing, fondling, etc. while on school property. This type of behavior is not acceptable, and it is embarrassing to your fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and members of our community.

### **SCHOOL CALENDAR**

Please see the school calendar on the district website, under Our District, or the building website, under Our School.

### **SCHOOL COUNSELING SERVICES**

#### **Elementary**

Elementary guidance services are available to provide help to students, parents/guardians, and staff members. One of the main concerns of the counselor is to help each new pupil adjust to his/her school setting. Throughout their school years, students should view the counselor as a person interested in their academic, emotional, and social growth. Students are encouraged to visit the guidance office where the counselor is available to help with effective study strategies, pointing out strengths and weaknesses, understanding self, getting along with classmates, parents, and teachers as well as assisting with other problems that may arise. Pupils should feel free to discuss all matters of concern with the counselor. There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians, or the principal. A counselor can also request to see a student.

## **SCHOOL HOURS**

The starting and dismissal times for the K-4 schools in the Kiski Area School District are 8:55 a.m. until 3:25 p.m. – a 30-minute lunch period.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a network of personnel, agencies, and programs designed to offer help to students at risk of failing academically, socially, and/or in their personal interactions. A group of specially trained volunteer staff members meets on a regular basis to discuss the needs of individual students and seek solutions. Students experiencing serious problems should approach one of these individuals for assistance. Strictest confidentiality is maintained unless, in the opinion of the professional, the student or others are in serious, immediate danger.

## **TECHNOLOGY**

### **KASD 1:1 Initiative**

In conjunction with the Kiski Area School District 1:1 Initiative, all students will be assigned a Chromebook for use both inside the building and at home. All students are responsible for the device they have been issued from the district. In the event that a device becomes damaged or inoperable, students must report these issues immediately to the classroom teacher or to the KASD Technology Help Desk. Please access the [KASD Chromebook Handbook](#) for more detailed information regarding accidental damage and optional insurance plans.

### **Use of Technology**

The Kiski Area School District purchases equipment and materials for the legitimate use of students and staff. Legitimate use implies any use that contributes to the approved educational goals of our students.

### **Software/Programs**

Copyright and licensing are a special problem in the use of prepared programs. It is specific to Kiski Area School District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district-owned computers.

### **Internet Usage**

The Kiski Area School District believes that technology is a tool to be used by students and

staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The District has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof. A stringent policy for Internet access, including disciplinary regulations governing abuse of these privileges, is being enforced. All students will have supervised access to electronic resources, which may include the Internet, unless parents request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

#### **Abuse of Technology**

Due to the expense and complexity of technology, special consideration must be given to intentional abuse. Damage to equipment includes sabotage of network and/or computer software. The Section: Defacing, injuring, or Destroying School Property as found in the Student Handbook shall apply. In addition, the student will be held liable for the full cost of repairs. Failure to pay for repairs will be handled as specified in the "Care of Building" section of the Student Handbook. Also, the student may lose access privileges. Any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility. As a result of the first violation, the student will lose access for the remainder of the school year. A second violation will result in permanent loss of access. The student should be aware of the consequences loss of access can have on the grade for the project.

### **TESTING PROGRAM**

In accordance with the recommendations of the Superintendent of Schools and the approval of the Board of Education a district-wide testing program has been designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievements and aptitude. The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the entire educational program. When there is an apparent need for special individual testing, a test is administered by a certified public school psychologist. Counselors usually make referrals to the psychologist, but parental requests may initiate screening procedures. The following list includes tests that may be given to your child during his/her secondary school years:

| <b>Grade</b>     | <b>Test</b>                      | <b>Purpose</b>                                                                                |
|------------------|----------------------------------|-----------------------------------------------------------------------------------------------|
| Pre-Kindergarten | Basic Educational Skills Testing | Kindergarten Screener used to identify strengths and weaknesses in math and reading readiness |
| 2                | Otis Lennon                      | To measure mental ability                                                                     |

|     |                   |                       |
|-----|-------------------|-----------------------|
| 3,4 | PSSA Math and ELA | ELA and Math Progress |
|-----|-------------------|-----------------------|

## **VOLUNTEER INVOLVEMENT**

Parent(s)/Guardian(s) are welcome to become active in their respective buildings through participation in the school PTO/A. The principal must approve all non-school personnel, volunteers, speakers, etc. in advance. A pre-planning session must be conducted by the responsible, certified school person making the request for volunteers, with the volunteers, to ensure that participants will facilitate district goals. All volunteers who may be working with our students must have their criminal record checks on file in the office. Ultimate responsibility for students rests with the certified school employee. Forms are available to request the types of involvement listed above.

## **Kiski Area School District Purpose and Vision Statement**

### **IN KASD WE BELIEVE...**

- **Kiski Area School District honors the uniqueness of each individual and embraces diverse backgrounds, values, and points of view to build a strong, inclusive community.**
- **All students must be resilient, lifelong learners who pursue their passions in all opportunities.**
- **All students become productive citizens and reach their full potential.**
- **All students deserve a quality public education that supports academic and social and emotional well-being.**
- **Positive and authentic relationships with students, colleagues, and the community are a priority.**
- **All staff members will provide a seamless vertical and horizontal curriculum that provides endurance, leverage, and a readiness for the next level.**
- **Staff will create positive and authentic relationships by respectfully setting high expectations that promote student growth.**
- **The administration will be the lead learners for all stakeholders.**
- **Administrators build leadership capacity by communicating our vision in a positive school culture.**
- **The administration will be visible leaders that build positive relationships through communication and collaboration.**



# STUDENT HANDBOOK

Kiski Area Upper Elementary School

**2026-2027**



Dear Students and Parents:

Welcome to Kiski Area Upper Elementary. This handbook has been prepared as a reference guide to school policies, procedures, and regulations. All students and parents should take the time to read this information and become familiar with the content so that the school experience will be productive and enjoyable. Kiski Area Upper Elementary is your school. Be proud of it, and always conduct yourself in a manner that will reflect that pride in yourself, your school, and your community. We look forward to helping you have a safe and enjoyable school year.

Sincerely,

Mrs. Maggie Nicholas  
Principal

Mr. Ryan Quinton  
Assistant Principal

## NOTICE OF GENERAL INFORMATION

Section 1317 - Pennsylvania School Code states: Authority of Teachers, Vice Principals, and Principals over Pupils. Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)

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## **ADMISSION TO THE BUILDING**

The district welcomes parental visits and encourages familiarity with our schools. To avoid class interruptions, unnecessary traffic, and confusion, all visitors must report to the office for a visitor's pass upon entry to any district building. All visitors must have a valid ID with them when entering the building. Under no circumstances are parent(s)/guardian(s) to walk into the classrooms without first seeking permission and contacting the teacher before the visit. Visits of this nature create an extreme disruption to the classrooms. Please stop in the office for approval before moving through the building.

## **ASSEMBLIES**

Through a variety of assemblies, Kiski Area presents to the student body cultural and educational experiences. It is the responsibility of each student to conduct themselves respectfully. Remember, our conduct at assemblies is observed by any visitors who are present, and our actions determine their opinion of our student body. The following rules should be upheld:

1. A comparative quietness is to prevail upon entrance to the assembly area.
2. Absolute quiet and attention is expected as soon as the person in charge of the assembly appears.
3. Students are to participate in any group activity which is in the program.
4. While students may show appreciation cordially, wild applause is to be avoided.
5. Until properly dismissed, students are to remain seated.

## **ASSESSMENT/TESTING PROGRAM**

Following the recommendations of the Superintendent of Schools and the approval of the Board of Education, a district-wide testing program has been designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the entire educational program.

When there is an apparent need for special individual testing, a test is administered by a certified public school psychologist. Counselors usually make referrals to the psychologist, but parental requests may initiate screening procedures.

The following list includes tests that may be given to your child during his/her secondary school years:

| <b><u>Grade</u></b> | <b><u>Test</u></b> | <b><u>Purpose</u></b>                |
|---------------------|--------------------|--------------------------------------|
| 5-6                 | PSSA ELA, Math     | Achievement Assessment               |
| 5-6                 | STAR Testing       | ELA and Math Progress                |
| 5                   | PSSA Science       | Achievement Assessment               |
| 6                   | Vocal Skill Test   | Music Course Selection for 7th Grade |

## **ATHLETIC GUIDELINES**

Please visit our district website and click on the Athletics page for detailed information regarding secondary athletics ([www.kiskiarea.com](http://www.kiskiarea.com))

## **ATTENDANCE PROCEDURES AND GUIDELINES**

### **Attendance**

Compulsory student attendance is a requirement of Pennsylvania School Codes 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the District. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. We believe there is a strong correlation between regular classroom attendance and academic achievement. Furthermore, with the passage of the Every Student Succeeds Act, students must maintain regular school attendance to give them the best opportunity to achieve proficiency and growth. The District cannot educate students or provide them with support and assistance when they are absent from school. Therefore, under the laws of the state, Kiski Area School District requires regular attendance each day that school is in session for all school-age children (six to seventeen) of the Kiski Area School District. Regular attendance is defined as attending school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study, and alternative education programs, are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when satisfactory evidence of such mental, physical, or other urgent conditions may reasonably cause the student's absence. Such absences may be investigated. The Assistant to the Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

### **Truancy**

Truancy is a violation of compulsory attendance laws. Truancy is defined in the Pennsylvania School Code 1332. The law states, "Absent three days or their equivalent, during the term of compulsory attendance, without lawful excuse."

### **Excused Absence**

A student's excused absence may be for reasons that include but not be limited to the following:

1. Death in the immediate family
2. Student family trips pre-approved by the administration
3. Field trips, special programs, athletic and activity events pre-approved by the administration
4. Illness
5. Impassable roads when certified by the District
6. Out-of-school suspension
7. Pre-arranged medical, dental, clinic, or hospital appointment
8. Quarantine
9. Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
10. Religious instruction
11. Short-term family emergency
12. Special circumstances or requests prearranged and approved in advance by the principal or superintendent

When a student returns to school following an absence, they must present an excuse blank or written notification of an excused reason for absence to their homeroom teacher. Excuse blanks may be printed from our website at [www.kiskiarea.com](http://www.kiskiarea.com). The form is to be completed and returned within three school days. It should include the

date(s) of absence, the reason for the absence, and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence. Students who have been absent (excused or unexcused) for ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or unexcused. If students are absent from school the entire day, they are not permitted to participate in or attend an after-school activity that day. To participate in an after-school activity, students must be in attendance for a minimum of one-half day. Instead of physical excuse blanks, parents can submit absence requests through the Family Access section of Skyward. Requests must be completed by the legal parent/guardian, and they must occur within 3 days of the student's absence. Requests can be denied if they do not meet the criteria for an excused absence.

School administration may exercise the right to telephone the home to spot-check absences, early dismissals, etc.

### **Health Exclusion**

There are times when students are excluded for health reasons, such as, but not limited to the following:

1. Chicken Pox: Exclude 5 days from the appearance of the first crop of vesicles or until all lesions are crusted over. The student is to return to school with a physician's note or the Certified School Nurse will examine the student before re-admission to school. The parent is to make an appointment with the School Nurse. The student is not to be sent to school on the bus.
2. Missing required immunizations (Please refer to the Kiski Areas District Website regarding updated requirements as set forth by the Pennsylvania Department of Health.)
3. Pink Eye/Conjunctivitis: Exclude until the discharge is gone or until 24 hours after antibiotic therapy is started. Also, the student may return, if approved by a physician.
4. Ringworm: Exclude until treatment. May return after first treatment if body lesions are covered or until they are dried. Return with physician's note.
5. Scabies: Exclude until completion of appropriate treatment. Return with physician's note.
6. Strep Throat: Student is to be excluded for 24 hours, following initiation of antibiotic therapy. Students can then return with a physician's note.

### **Immunization Exclusion**

Please be aware that **students who are exempt from immunizations due to medical, religious, or philosophical reasons will be excluded from school in the event of a disease outbreak.** In some circumstances, these absences may extend for an entire incubation period, which would be determined in consultation with the PA Department of Health.

### **Vacations During School Term**

Students who go on vacation during the school term are unlawfully absent unless the building Principal has given prior approval. Compulsory School Attendance Laws and the Every Student Succeeds legislation discourage the approval of vacations during the school year. A "Student Family Trip" form (KASD101a) must be submitted to the building principal **at least ten school days before** the trip. It is the responsibility of the student to make arrangements with his/her teacher(s) for all missed assignments during this time. **Student educational trips will not be approved on the date semester exams or standardized achievement tests are administered.** Please be aware that students are permitted to miss ten days of school without a doctor's excuse. The Student Family Trip days will count toward those ten days. Absences accrued in addition to 10 days will require a doctor's excuse or will otherwise be marked unexcused (this includes additional trips throughout the school year that exceed the ten-day limit).

### **Unexcused/Unlawful/Illegal Absences**

An unexcused or unlawful absence is the absence of a student for any of the following reasons in addition to

reasons not defined in this list:

- |                                             |                       |
|---------------------------------------------|-----------------------|
| 1. Car problems                             | 6. Missing the bus    |
| 2. Child care                               | 7. Oversleeping       |
| 3. Hunting, fishing, etc.                   | 8. Shopping           |
| 4. Illegal employment and/or Work           | 9. Truancy            |
| 5. Leaving school without office permission | 10. Unapproved trips* |

\*Students will be permitted to make up work during this first vacation. All other vacations will not be granted this same permission.

The principal or designee shall make the decision declaring an absence as unexcused or unlawful based on information received from all available courses. The principal or designee shall record the unlawful absence on the student's attendance record. This information can be viewed online in the family access module of our Skyward information system under attendance.

When a student receives three unexcused/unlawful absences, the parent/guardian will receive a notice of unlawful absence by mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice. Any further absences of an unlawful nature will be directed to the magistrate, who will investigate and direct to the proper service/agency.

If, after the first citation and hearing, additional unlawful absences occur, the principal shall consult the SAP team to formulate a plan for improving the student's attendance pattern. The SAP team shall report the status of cases to the appropriate principal on an ongoing basis. Simultaneously, the SAP team may refer the case to one or more of the following agencies:

1. CYS
2. Family Services
3. District Magistrate
4. Other Agencies

### **Excessive Absences**

Excessive absences can jeopardize a student's chances of passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home, and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent/guardian of a school-aged child for that child's school attendance. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when absenteeism is excessive. A doctor's excuse will be required when a student has:

1. Missed a total of ten school days in the year (excused or unexcused)
2. Accumulated three unexcused absences

If a student fails to present a medical excuse for any further absences, a "Notice of Unlawful Absence" will be sent to the Parent/guardian of that student. Any further illegal absences after the parent/guardian has received a "Notice of Unlawful Absence" will necessitate a citation being filed at the District Magistrate as provided for in the Pennsylvania School Code Section 1332-1333.

Students may also be assigned detention after accumulating ten days of excused or unexcused/unlawful absences. Additional excused or unexcused/unlawful absences may cause the assignment of additional detention or suspensions.

### **Tardiness to School**

Any student who arrives after the beginning time for homeroom is required to present a note of explanation from

their parent/guardian. Students arriving tardy must have an official excuse from the doctor, dentist, or agency to be coded as excused. The student must report directly to the office to receive a class admission slip. Students may then report to class. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when tardiness is excessive. A doctor's excuse will be required when a student has accumulated a total of 5 tardies (excused and unexcused).

Once three (3) unexcused tardies have been reached, a letter will be sent to the parent/guardian informing them of the tardies.

### **Early Dismissal**

Students are expected to be at school for the entire school day. Students must bring a written note from a parent or guardian if they are requesting an early dismissal from school. Students will only be dismissed from school for the following reasons:

1. Illness
2. Death in family
3. Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy
4. Field trips, special programs, athletic, and activity events pre-approved by the administration
5. Pre-arranged medical, dental, clinic, or hospital appointment
6. Educational trips pre-approved by the administration

Students must report to the office to secure permission to leave the building early. Written permission from home must accompany each request. This request should be presented to the office before the Homeroom period starts the day the student desires an early dismissal. A call from the office may be made to verify this request. **Students returning from the early dismissal must present printed documentation of attendance, including the time of appointment, immediately upon return to school.** In case illness develops during the day, the school nurse will issue an early dismissal. Doctor and dentist appointments should be made, if possible, on Saturdays, school holidays, or after 3:00 p.m. If a doctor or dentist appointment is made which requires early dismissal, **the doctor's name and office telephone number must be on the early dismissal request.**

Should it become necessary for a student to leave school for health reasons, he/she must go to the nurse's office or the main office, and arrangements will be made with the home. (An excuse from the nurse, if present, must be presented to the office.) Under NO circumstances may a student leave the building without signing out of the office. Students who leave school without official documentation will be considered unexcused and subject to disciplinary action.

The parent/guardian must sign an Early Dismissal Form upon the student's dismissal. This completed form remains in the school office. If for any reason you cannot personally pick up your child but intend to send someone else in your place, please notify your child's teacher or school office. While this process may seem involved, your child's safety while assigned to the school is our foremost concern.

Once five (5) early dismissals have been reached, a letter will be sent to the parent/guardian informing them of the early dismissals, and discipline may be administered. Additional early dismissals may result in disciplinary action being taken by the administration. Furthermore, Kiski Area School District will enforce a time limitation for early dismissals.

**Arrival to School:** Students who are dropped off at school earlier may potentially be in danger due to the lack of adult supervision. Staff may not be aware of the presence of students in the building due to other commitments at that time. Students are not to arrive at school before 8:40AM.

## **BULLYING**

Kiski Area Upper Elementary School is committed to providing a safe, positive learning environment for all

students. The building recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environments necessary for student learning, and may lead to more serious violence. Therefore, bullying, including cyberbullying, is not tolerated on school grounds. Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Students who have been bullied are encouraged to report the incident to a teacher or guidance counselor promptly. Confidentiality of all parties shall be maintained, consistent with the building's legal and investigative obligations.

**Consequences:**

A student who violates the building's bullying policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another building, classroom, or bus
5. Exclusion from activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

**Olweus Anti-Bullying Policy: We Believe**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **BUS TRANSPORTATION**

Many of our children ride buses to and from school each day. Transportation is a privilege, not a right, and accordingly the bus rules of conduct and behavior must be followed by all students. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

### **Waiting for the Bus:**

- Students should be at their bus stop five minutes before the arrival time of the bus and avoid arriving much earlier.
- Students shall wait in an orderly manner away from the road in a safe area. Students shall not congregate on private property without express permission from the owner. Students shall enter and leave the bus in a single file.
- Students are required to board and depart from the buses at their assigned bus stop. Students are assigned to a bus stop based on their home address. The district may consider a change to a student's bus assignment for emergency or extreme circumstances. Requests for changes must be made in writing on the form provided by the district.
- Parents/Guardians, babysitters, etc., are not permitted to board the bus at any time.

### **Authority on the Bus:**

- The bus driver is in complete charge of the bus. Any situation that needs attention on the bus should be reported to the driver.
- The driver may assign students to definite seats, but students may not reserve seats.
- Find a seat as soon as you board the bus. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Students may not stand while the bus is in motion.
- Share your seat with others. Three small students may fit in a seat as long as a student is not protruding into the aisle.
- Keep your hands and head inside the bus at all times. Nothing is to be thrown from the bus window.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc., that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Students must not open the emergency door unless directed to do so by the driver. The only exception is if the driver has been incapacitated.
- Students must avoid loud talking and shouting.

- Eating food, drinking beverages, and smoking are not permitted on the bus.
- Weapons of any kind, real or facsimile, hand tools, rubber bands, radios, matches, cigarette lighters, or animals of any kind are not permitted on the bus.
- Any conduct that is detrimental to the safe operation of the bus is not permitted.
- The bus driver will report violations of these rules to the principal for disciplinary action.
- Any misconduct deemed serious by the driver or school authorities could result in disciplinary action according to the district's discipline policy.
- Transportation problems, other than discipline problems, should be referred to the administrator in charge of transportation (724-842-0455).

#### **Exiting the Bus:**

- Students not following their usual form of dismissal must present a note to their classroom teachers notifying them of the change. If a note or telephone call from the parent/guardian is not made, all students will follow their normal dismissal.
- When leaving the bus to cross the highway, students must cross ten feet in front of the bus and be careful of traffic coming in either direction along the highway.
- A parent/guardian or other responsible person designated to the bus driver must accompany kindergarten students to and from the bus stop. Kindergarten students will not be dropped off at their bus stop without someone there to meet them; they will be returned to the school.

#### **Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Bus drivers will report violations of school bus rules to the principal for disciplinary action. When a bus infraction calls for suspension, the principal, following the Kiski Area School District Discipline Policy, will implement the suspension procedure. Please see Disciplinary Action and Student Behavior Chart.

#### **Video Monitoring Equipment**

In order to improve safety and discipline, the Kiski Area School District has installed video monitoring equipment in many of the pupil transportation vehicles. Each bus has a special box installed in the front. Inside the box, a video camera may be stored. The video camera may record the behavior of the students and the bus driver's methods of student management. This notice is to advise you that your child may be videotaped any time (s)he rides the school bus.

### **CHEATING**

Any student caught cheating will conference with the teacher and parents/guardians to discuss the severity of the case, possible resolutions, and/or possible disciplinary actions. Plagiarism is considered a form of cheating. The dictionary meaning of plagiarizing is the following: "To steal and pass off as one's own (the ideas and words of another). (Page 1728 of Webster's 3rd New International Dictionary). The legal definition of plagiarism, according to the copyright laws of the United States, may be the use of as few as five consecutive words in a work that is presented as original.

## **DESTRUCTION OF SCHOOL PROPERTY**

Any student caught defacing, injuring, or destroying school property will be subject to disciplinary action, and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code which reads as follows: Section 777 Defacing, Injuring or Destroying Property Used for School Purposes: Penalty. If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse used in connection therewith; or shall deface, injure, damage or destroy any school furniture, electronic devices, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than five (\$5) and not more than two hundred dollars (\$200), or undergo imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

### **Care of Building**

It is the obligation of every student to avoid damaging or defacing buildings, furniture, electronic devices, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements.

Any damage is to be reported to the office immediately, and those responsible for it will be held liable.

Supplies of permanent or semi-permanent materials, i.e., books, Chromebooks, etc., which are distributed to individual students must be returned in good condition at the end of the current term. Students who destroy, deface or lose this equipment will be required to pay for any repairs and/or lost items.

## DISTRICT DIRECTORY



### **BOARD OF DIRECTORS**

|                                 |                        |                     |
|---------------------------------|------------------------|---------------------|
| Melissa Kowalkowski             | Jenna Rowe (President) | Stephanie Jankowski |
| Nicole Kamer                    | Dr. Amy Halter         | Steven Litz         |
| Dawn Mellinger (Vice President) | Cheri Croney           | Dr. Christina Mease |

Secretary of the Board: Richard Liberto

Treasurer: First National Bank

Solicitor: Ronald Repak

### **District Administrators**

|                                                                    |                        |              |
|--------------------------------------------------------------------|------------------------|--------------|
| Superintendent of Schools.....                                     | Dr. Jason Lohr         | 724-845-2022 |
| Assistant to the Superintendent for K-12 Education and Safety..... | Dr. Chad Roland        |              |
| Assistant to the Superintendent for Finance and Operations.....    | Mr. Richard Liberto    |              |
| Athletic Director.....                                             | Mr. Jake Nulph         |              |
| Director of Special Education and Student Services.....            | Mr. Darren Kennedy     |              |
| Director of Curriculum K-6 and Federal Programs...                 | Dr. Emily Mather       |              |
| Director of Curriculum 7-12 and MTSS.....                          | Dr. Brian Swartzlander |              |
| Director of Information Technology.....                            | Mr. Eric Vaughan       |              |
| Director of Buildings and Grounds.....                             | Mr. Josiah Apperson    |              |
| Director of Food Services.....                                     | Mrs. Jaclyn Walker     |              |
| Supervisor of Transportation.....                                  | Mrs. Joy Spagnola      |              |

### **High School Principals**

|                          |                   |              |
|--------------------------|-------------------|--------------|
| Principal.....           | Mr. Matt Smith    | 724-845-8181 |
| Assistant Principal..... | Dr. Alicia Szarek |              |
| Assistant Principal..... | Mr. Braden Hoffer |              |

### **Intermediate School Principals**

|                          |                       |              |
|--------------------------|-----------------------|--------------|
| Principal.....           | Mr. Michael Cardamone | 724-845-2219 |
| Assistant Principal..... | Mr. John Cortazzo     |              |

### **Elementary Principals**

|                                 |                      |              |
|---------------------------------|----------------------|--------------|
| Upper Elementary Principal..... | Mrs. Maggie Nicholas | 724-727-3421 |
| Assistant Principal.....        | Mr. Ryan Quinton     | 724-727-3421 |
| Kiski Area North Primary.....   | Dr. Chad Roland      | 724-845-2032 |
| Kiski Area South Primary.....   | Dr. Brian Kutchak    | 724-327-4057 |
| Kiski Area East Primary.....    | Mr. Dan Smith        | 724-567-6706 |

## DISCIPLINE

### Discipline Policy

The school's Board-approved Student Handbook, which includes the student discipline policy, is available for review in each principal's office. Students are made aware of the policy's guidelines at the beginning of each year through explanations provided by teachers and/or principals.

When attending school activities, all school rules apply. Such activities are strictly an extension of the school day. Extra-curricular rules and regulations governing students in those activities will be in addition to the district's discipline policy.

Exclusion from school may be affected by a temporary suspension, full suspension, or expulsion. Consistent temporary or full suspensions, as well as the severity of the infraction, could lead to expulsion. In all cases, the administrators will adhere to the due process procedures outlined in detail in the district's discipline policy and the Pennsylvania School Code.

### Disciplinary Actions

1. **Conference:** Conferences to discuss the incident and seek resolutions or disciplinary actions may include any of the following individuals: student, parent(s)/guardian(s), teacher, principal and/or school counselor.
2. **Detention:** Students lose lunch and recess privileges over the lunch hour and will eat lunch in a supervised classroom.
3. **In-School Remediation:** Remediation can range from 1 hour to multiple days, which includes students losing privileges from the school day schedule, and they remain in a supervised classroom to work throughout the day.
4. **Out-of-School Suspension:** Suspensions can range from 0.5 days to 3 days and may also include a hearing to extend suspensions for 10 full days depending on the nature of the incident.

### **The following actions will be subject to conferences, detentions, remediations, and/or suspensions:**

1. Use of profane or obscene language or gestures while under school supervision.
2. The possession or use of matches, lighters, or any tobacco product including vapes.
3. Spraying perfume, body deodorizers, or other aerosol substances on another person or in a confined space.
4. Threatening of students or teachers.
5. Fighting between two or more students.
6. Insubordination - refusal to follow the instruction of a school employee or failure to identify oneself upon request.
7. Misconduct/disobedience (sec. 1318 school code).
8. Leaving an assigned location or school without permission from the office.
9. Truancy/class cut.
10. Forging or falsifying school forms or the use of forged documents.
11. Theft of school equipment plus any item(s) taken from teachers, students, locker rooms, closets, or any place in the school or on school property.
12. Malicious mischief and school vandalism.
13. Malicious telephone calls to school personnel.
14. Verbal abuse/harassment.
15. Violation of the medication policy.
16. Violation of electronic device policy.
17. Public show of affection.
18. Possessing, dispensing, selling, or use of alcoholic beverages on school property or during school-related

activities.

19. Possessing, dispensing, selling, or use of drugs that are in violation of the Dangerous Drug and Cosmetic Act on school property or at school-related activities.
20. Assault and/or battery, including striking or causing physical injury while under the school's supervision to students and/or school personnel.
21. Possessing or use of weapon(s) on school property. "Weapons" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck sticks, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.
22. Participation in a terroristic threat or attempt.
23. Tampering with firefighting equipment or emergency system (false alarm).
24. Moral offenses, such as indecent assault, exhibitionism, and possessing pornographic material.
25. Possessing blasting caps, firecrackers, smoke bombs, or any other explosive devices on school property.
26. Complete disregard for school rules and regulations.
27. Severe abuse/harassment
28. Other offenses deemed in conflict with the normal operation of the educational process.

\*In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.

Suspendable behavior may result in an expulsion based on Act 26: June 30, 1995, of the PA School Code.

Expulsion shall mean exclusion from school for an offense exceeding ten (10) school days and may be permanent expulsion from the school rolls. These cases shall be acted upon by the Board of School Directors after appropriate due process.

\*Act 145 of 1996 identifies, as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus, or on any school property. According to the law, any student found in possession of tobacco may face a fine of not more than fifty (50) dollars plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the District.

### **Suspensions and Extra-Curricular Activities**

Any students assigned a temporary or full suspension may have their membership in school organizations terminated for the school year. Please check the by-laws of any school-sponsored activities in which your child participates. **No student is permitted to participate in extracurricular activities for the entire duration of their suspension.**

### **Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Violations of school bus rules will be reported by the driver to the principal for disciplinary action. When the bus infraction calls for a suspension, in accordance with the Kiski Area School District Discipline Policy, the suspension procedure for school offenses will be implemented by the principal.

### **Food Items**

Food and drink should only be consumed in the cafeteria, or under direct teacher supervision as part of our "grab and go" breakfast or for a classroom activity. Students found eating or drinking in the classrooms, hallways, etc., may be subjected to discipline. Chewing gum and candy are not permitted in the building by any student unless given for rewards/incentives by classroom teacher. Gum and candy must be properly disposed of before changing classes. Students are permitted to carry water bottles (containing water only) throughout the day.

## **DISCRIMINATION POLICY**

The Kiski Area School District is an equal opportunity education institution and will not discriminate on the basis

of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.aa

For information regarding civil rights or grievance procedures, contact student support services at (724) 842-0463.

## **DISSEMINATION OF MATERIAL**

For the purpose of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels, or other technological means that are owned, provided, or sponsored by the school district.

Expression means verbal, written, technological or symbolic representation or communication. Nonschool materials mean any printed, technological, or written materials, regardless of form, source, or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the District. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas, digital bulletin boards, personal websites, and the like.

### **Limitations on Student Expression**

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state, or local laws, Board policy, or district rules or procedures.
2. Is defamatory, obscene, lewd, vulgar, or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol, or illegal drugs.
4. Incites violence, advocates use of force, or threatens serious harm to the school or community.
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The limitations, prohibitions, and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force, or otherwise threatens serious harm directed at students, staff or the school environment.

2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

### Dissemination of Nonschool Materials

The Kiski Area School District requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools while recognizing the rights of students to engage in protected expression. The Kiski Area School District requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool materials shall be responsible for cleaning any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

## **DISTANCE LEARNING**

The Kiski Area School District will offer an online distance learning option for all students. All families can request full in-person instruction or full online instruction.

## **DRESS GUIDELINES**

Attire which is hazardous to health, safety, or that which is disruptive to the educational process, as determined by the principal, is considered improper for school. The following examples are considered IMPROPER, this list is not all inclusive, but is meant as a guide:

1. Hats, hoods, and sunglasses are not permitted to be worn during the school day unless approved for special school spirit days/celebrations.
2. Footwear must be worn at all times.
3. Undergarments should be appropriately covered. All clothing must cover midriff, back, sides, and all undergarments at all times. All tops must cover the shoulders.
4. Form-fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
5. Rips, holes, or tears in clothing must be below mid-thigh. See-through, revealing, or mesh garments must

- not be worn without appropriate coverage underneath.
6. Clothing or accessories with obscene/suggestive print or which promotes tobacco, alcohol products, illegal substances (including drug paraphernalia), and statements of hate, prejudice, bigotry, or sexism are not permitted. This includes suggestive printing on clothing that can be interpreted with a double meaning.
  7. Pajama bottoms and other types of sleepwear are not permitted unless approved for special school spirit days/celebrations.
  8. Heavy jackets or coats are not to be worn indoors. Zip-ups and hooded sweatshirts are permitted as long as they do not cover the head.
  9. All bags including purses, backpacks, and gym bags must be small enough to fit under the classroom desk/chair.

Note: Any person in question will be conferenced with and/or asked to adjust their dress accordingly.

## **DRUG POLICY**

On June 20, 1983, the Kiski Area Board of Education passed a strict drug policy for all students. Copies of the policy are located in all principal's offices. This policy will be reviewed yearly in all secondary Physical Education classes during the first month of school.

### **Tobacco**

The state law states that it is unlawful to sell or give tobacco in any form to anyone under twenty-one years of age. Any student discovered using or carrying tobacco products, paraphernalia, or look-alike tobacco products on school property shall be referred to the Principal's Office where proper disciplinary measures will be administered. The carrying of cigarettes or any type of tobacco is strictly prohibited on school grounds at all times. In addition, charges may be filed at the local magistrate's office in accordance with Act 145 of 1996 of the school code and local ordinances.

## **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to, cell phones, smart watches, earbuds, tablets, cameras, gaming devices, and other personal devices capable of recording, communicating, accessing the Internet, or transmitting data.

Personal electronic devices must be turned off and kept out of sight during the school day unless their use is specifically authorized by school personnel for an educational, medical, or other approved purpose.

Students who bring personal electronic devices to school are expected to keep them stored in a backpack, locker, or another location designated by school staff. Students should not use personal electronic devices to communicate with parents or guardians during the school day unless directed or approved by school personnel. Communication between students and families should generally occur through the school office when needed.

Students with an approved medical need or accommodation may be permitted to possess or use an electronic device as authorized by the principal, school nurse, Individualized Education Program (IEP), Section 504 Service Agreement, or other applicable plan.

If a student does not follow the electronic device expectations, school personnel will require the student to place the device in a designated storage location. Repeated or deliberate violations may result in additional disciplinary consequences consistent with the Code of Student Conduct.

The use of electronic devices in restrooms, locker rooms, health suites, changing areas, or any other location where an individual has a reasonable expectation of privacy is prohibited at all times.

Inappropriate use of an electronic device, including photographing, recording, transmitting, viewing, or sharing material that violates the Code of Student Conduct, Board policy, or law, may result in disciplinary action.

## **EMERGENCY CLOSINGS**

If the schools will be closed, or if there will be a delayed starting time, announcements will be made on the following radio and television stations and the KA Website (<https://kiskiarea.com>), KDKA, 3WS, WPXI, WTAE. Also, if students' phone numbers are up-to-date in the Skyward Student Information System, the district's phone alert will be activated.

## **EMERGENCY DRILL INSTRUCTIONS**

For the safety of all concerned and by State Law, schools are required to have fire drills. These drills are practiced so that the building can be evacuated quickly. For their protection, teachers will instruct students how to leave their rooms safely as well as post evacuation maps in each room. The following are major precautions for students to observe:

1. Quickly proceed as instructed to the nearest exit.
2. Keep as quiet as possible, for there may be additional instructions.
3. In case the exit is blocked, move to the nearest open exit.
4. Each class will line up at a safe distance from the building, and roll call will be taken.
5. Return to the building when directed.

Emergency weather drills have been established and will be implemented during the school year. Students and staff will follow the evacuation directions posted in each of their classrooms.

## **ENGLISH LANGUAGE LEARNERS**

This information is important for all English language learners (students whose native language is not English) and their parents/guardians. Throughout the school year, very important information is sent home or provided to students in school. An example would be the parent/student handbook, which contains information, schedules, calendars, policies, etc., all critical to the student's successful participation in school. The English-speaking parent or guardian should take the time to review this information with his or her child. If you are not able to do this due to the level of your own English proficiency, the District will provide translators or interpreters in your native language to assist you. If this service is needed, please contact your child's principal or guidance counselor at the school.

## **ENTERING THE BUILDING**

Students may enter the building no earlier than 8:40 a.m. and report directly to the cafeteria. Students will be provided an opportunity to eat breakfast prior to the start of the school day. All students must report directly to assigned homerooms following dismissal from the cafeteria "grab and go" breakfast. It has been proven that eating breakfast regularly can benefit students' academic performance. Therefore, breakfast is served before the beginning of each school day. All students at KAUE are eligible for FREE breakfast and lunch. Extras beyond the given meal do cost money. Money to be put on students' accounts can be deposited electronically, or students can bring money in an envelope and it is collected in homeroom. No money will be taken in the lunch lines.

## **EXCEPTIONAL STUDENTS**

**(Including the Mentally Gifted)**

Kiski Area School District provides a free, appropriate public education to gifted and other exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, intellectual disability, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted or special education programs and services.

When screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Directors of Student Support Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP). The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The District also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special program. Parents are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

## **FALSE ALARMS**

Any student caught pulling fire alarms or calling a false alarm to the school, 911, or another agency will receive a full suspension and be referred to the proper authorities to prosecute under Section 4905 of the Criminal Code.

Section 4905 - A person who knowingly causes a false alarm of fire or another emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.

## **FLOOR PLAN**

[Kiski Area Upper Elementary Floor Plan](#)

## **GRADING POLICY**

When using a percentage, the following scale will be used:

**90-100: A    80-89: B    70-79: C    60-69: D    50-59: E**

The teacher will explain to the students the percentage grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that a student is aware, at any time during the grading period, where they stand. Students and parents/guardians are also encouraged to check Skyward Family Access for updated grades.

Report cards are issued every nine weeks. A deficiency notice will be sent to the parent or guardian whenever a student is doing "D" or "E" work or drops two letter grades. This notice will be sent at the midpoint of each grading period.

An overall 60% average must be obtained to pass a subject, with at least one passing grade earned in the second half of the year (3rd or 4th grading period only).

A student returning to school following an absence/absences must make up assignments with the teacher immediately. It is the student's responsibility to contact his/her teacher to arrange for the make-up. A long-term illness is treated separately. Any unusual, incomplete grade that affects passing or failing of the subject for the year shall be reviewed by the teacher and the administration.

### **Honor Roll**

All subjects will be computed to determine appropriate honors: 90% - 100% High Honors; 80% - 89% Honors. Any 69% or lower on the report card will disqualify a student from being on the Honor Roll. Incomplete grades will disqualify a student from the Honor Roll.

### **Procedure for Promotion and Retention**

Students are promoted or retained based upon the recommendation of the academic team. The academic team will be made up of the student's present teachers, school counselors, and building administrators. The building principal will make the final decision after consultation with the Assistant to the Superintendent if necessary. The promotion or retention of students will be determined by the evaluation of the pupil's progress using multiple criteria. Criteria may include, but not be limited to, classroom grades, with primary emphasis on math, ELA, science, and social studies, standardized test results, and local/state assessments. Parents will receive deficiency reports and be advised, in writing, in advance of possible retentions.

In cases where a student is retained, successful completion of an approved summer school program will result in re-evaluation for promotion by the building principal. Such successful completion of a summer school program may be part of a prerequisite plan for promotion. All final decisions will be based on developmental appropriateness for each student.

## **SCHOOL COUNSELING SERVICES**

One of the main concerns of the counselor is to help each new pupil adjust to their school setting. Throughout the school years, students should view the counselor as a person interested in the student's academic, emotional, and social growth.

Students are encouraged to visit the guidance office where the counselor is available to help with studying more effectively, knowing strengths and weaknesses, determining schedule decisions; understanding yourself; getting along with classmates, parents, and teachers; and assisting with other problems which may arise. Pupils should feel free to discuss all matters of concern with the counselor.

There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians, and the principal.

## **HARASSMENT**

The Kiski Area School Board strives to provide and maintain a learning and working environment that is free from unlawful harassment. Neither student nor employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student, or an employee to harass another

employee through conduct or communications of an unlawful nature, as defined below.

The Board encourages students and employees who have been harassed to promptly report such incidents to the designated school employee. The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are verified.

The Board directs the administration to annually inform students, parents, and employees, that unlawful harassment will not be tolerated.

### **Definitions**

The term harassment includes but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational/working environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status or an individual's continued employment.
2. Submission to or rejection of such conduct used as the basis for academic or employment decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive environment for the student or employee. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **DELEGATION OF RESPONSIBILITY**

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated by means of:

1. publication in elementary and secondary handbooks
2. presentation at secondary assemblies
3. training sessions for employees
4. posting of notices/signs
5. distribution of written policy to all employees

The district shall provide training for students and staff concerning all aspects of unlawful harassment.

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

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

Students shall be informed that they may choose to report harassment complaints to building principals, teachers,

counselors, or the school nurse.

All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor.

If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrator.

### **Guidelines**

When a student/employee believes that they are being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

### **Complaint Procedure for Student**

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial thorough, and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. Copies of the report shall be provided to the complainant's parents/guardians, the accused, the Superintendent, and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline for Student**

A substantiated charge against a district student shall subject the student to disciplinary action consistent with the Student Code of Conduct and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

### **Appeal Procedure for Student**

1. If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parents/guardians, the accused, the building principal, and others directly involved, as appropriate.

## **HEALTH SERVICES**

### **School Nurse**

The primary objective of the school nurse is to provide services to promote and maintain the health of school children. Therefore, the school health services are designed to:

1. Assess the health status of pupils
2. Counsel pupils, parents/guardians, and others concerning assessment findings
3. Assist in the identification and education of children with disabilities

4. Help prevent and/or control disease
5. Provide emergency services for injury or sudden illness
6. Plan services that will ensure a healthful environment
7. Adjust individual school programs to meet the needs of children with problems
8. Maintain comprehensive health records for all students

The health assessment or the process of determining the total health status of a student is provided by medical and dental exams, health screenings, past and present medical history provided by parents/guardians, and teachers and nurse observations. The Pennsylvania State School Health Law requires physical exams to be done on original entry into school and in the 6th and 11th grades. It also requires dental exams to be done in grades K or 1st, 3rd, and 7th. The grades selected represent critical periods of growth and development in a student's life. Parents/guardians are urged to have the exams done by the family physician and dentist as this provides for continuity in the student's medical and dental care. The school district does not assume financial responsibility for exams performed by private physicians and dentists.

### **Screenings**

1. Each student is weighed and measured annually in order to calculate the student's Basal Metabolic Index.
2. Each student's vision is screened annually.
3. Hearing screenings are given to grades K, 1, 2, 3, 7, and 11. Any student with a history of hearing loss is examined annually or as needed.
4. Scoliosis screenings are required in grades 6 and 7.

Parents/guardians are notified of any abnormal findings detected by the above exams/screenings by the nurse. **If your child is not to receive one of these exams/screenings, submit your opposition to the nurse in writing by September 18th.** In an attempt to secure corrections and improvement of health, the nurse will follow up, encouraging parents/guardians to seek additional treatment as needed.

### **First Aid and Illness**

In the event that an illness should occur, the student should report to the nurse's office. The nurse will arrange an early dismissal in the event of an illness. (Please see "Attendance Policies"/"Early Dismissal Regulations" for regulations regarding early dismissals.) If a student needs to contact a parent regarding an illness, a phone is available for their use in the nurse's office with the nurse's permission. Regulations regarding the use of cell phones or other electronic devices to contact a parent during the school day will be followed, even in the event of an illness. (Please see "Electronic Devices"). Should it be determined by the nurse that the student is displaying signs of a communicable disease or infectious condition, the student will be excluded from school. (Please note, a student must be fever-free for 24 hours without the assistance of medicine before returning to school.)

The following procedure will be followed when it becomes necessary for a student to take the medication in school:

1. For both prescription and non-prescription medications, the parent/guardian will be required to present the prescribed medication in its original container, along with a written order from a physician. The label on any prescription medication should include the doctor's name, student's name, name, and dose of the medication, and frequency and time the medication is to be administered. Nonprescription medication must be offered to the school nurse in the original container by the parent/guardian.
2. A completed Administration of Medication Form must accompany all medications. A new form needs to be submitted each school year.
3. It will be the responsibility of the school nurse to communicate with the parent/guardian on an ongoing basis as needed if a student is medicated for an entire year.
4. The school nurse will secure all medications in a safe place and only offer the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school nurse.
5. At no time should a student be in possession of any medication. The school may take disciplinary action with the student and his/her parent/guardian regarding this matter.
6. All medications will be discarded at the end of the school year by the school nurse if not retrieved by the

parent/guardian.

7. **Any violation of this Medication Policy could be sufficient cause for the student to be suspended from school.**

The nurse may provide immediate, proper emergency care to students when needed but is limited to first aid treatment only. The nurse may advise the necessity for medical attention. The nurse may not diagnose and may never administer medication of any sort except by the direct order of a physician. **Also, since the school is to provide minor first aid treatment only for injuries at school, all injuries occurring at home or away from school should not be treated in school.**

No student thought to have a communicable disease, or infectious condition shall be permitted to attend school. In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness, or suspected communicable disease necessitates that a child leave school, the parents/guardians, or another responsible person will be notified. At this time, the family is responsible for student transportation. Parents/guardians are to recognize and assume this responsibility.

**Kiski Area School District will use best practices in the management of head lice:**

1. A student who is found with an active head lice infestation and/or nits may remain in school and in class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
2. The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
3. To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
4. The student will be allowed to return to school after being treated, and the student has no live lice found on inspection. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice form upon the student's return to school. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.
5. Any absence beyond one day, relative to head lice, will be regarded as an unexcused absence unless accompanied by a physician's excuse.

At the beginning of each school year, each child receives an emergency card. The parent/guardian is to assume the responsibility of filling out the card completely and returning it to the school **by the end of the first week of school**. This valuable information is necessary to provide early professional care and use of special treatment facilities, which may improve the chances of survival and lessen the severity. The emergency card also provides the opportunity for the parents/guardians to comment on any medical problems or conditions their child may have so that the school may be aware and provide adjustments when necessary to meet the needs of the child.

Medical problems found as a result of any exams are recorded on the student's health record. Teachers are notified regarding any student who has a condition that might cause him/her to have difficulty in class.

The school is vitally interested in the health status of every student. The constant objective is to maintain, protect, and, when possible, improve the health of each individual student.

## **INTERNET POLICY**

[Click here to view the KASD Internet Policy](#)

## **LOCKER GUIDELINES**

A locker will be assigned to you according to your homeroom location. Students are not permitted to change this locker assignment. Students are encouraged to only use their lockers for school supplies, materials, lunch bags and coats/jackets. Students are able to use their own locks for their assigned locker. Students may personalize the inside of their lockers using *magnets only*. *Stickers, adhesive decals, tape, glue, contact paper, or any other adhesive materials are not permitted* on or inside lockers. Any unauthorized decorations must be removed and may result in disciplinary action or charges for damage if applicable. Locker inspection/clean-out may be held periodically. You

are responsible for keeping your locker clean and orderly. The school is not responsible for losses that may occur; however, all losses should be reported to the school office promptly. Students are reminded that lockers and desks are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has the right to check lockers and desks at any time for any misuse. Students should not assume rights of privacy in regard to school lockers and desks.

### **LOST AND DESTROYED SCHOOL PROPERTY**

Charges for lost or destroyed books are based on the original cost of the book and the age of the book. Parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

### **LUNCH TIME REGULATIONS**

1. Students will not be permitted to leave the school grounds at lunchtime.
2. Students may purchase lunch in the school cafeteria or carry lunch from home.
3. Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
4. Students must walk to lunch in an orderly fashion. No running.
5. Students will not push ahead of others in the lunch line. Teachers will send violators to the rear of the line.
6. Students are urged to pass through the serving area as rapidly as possible.
7. Students are to observe good table manners.
8. Students should leave tables clean for the next lunch period. They should take all trays and silverware to the proper areas and dispose of trash in the provided trash cans.
9. Food and drink are not permitted to leave the cafeteria.
10. Lunch period should be a time of relaxation. Students should use it properly and wisely.
11. Students will be assigned to lunch tables based on their homerooms at the discretion of the lunchroom supervisors. Students will be required to remain in their assigned seats throughout the year unless given permission to move by lunchroom supervisors. Lunchroom supervisors may reassign student seats for behavior issues or safety concerns.

### **MEDIA CENTER / LIBRARY**

All students have the privilege of using the media center. Proper conduct is required in the media center at all times. All books and magazines borrowed from the media center must be charged to the student taking them out. Books may be borrowed for two weeks and renewed for another two weeks. The borrower is responsible for all books charged to him/her.

### **PHILOSOPHY OF KISKI AREA SCHOOL DISTRICT**

The primary aim of education in the Kiski Area School District is the fullest possible development of the individual so that he/she may live effectively in a democratic society. The secondary purposes are to supervise and encourage high standards of growth according to the physical, mental, moral, social, and economic efficiency of the student in conjunction with the home, the community, and religious institutions.

We see education as a part of our human culture. As we work to raise the quality of academic accomplishment, we accept the idea of adjustments in our curricular offerings and teaching methods to meet the varied possibilities and needs of our students. In dealing with the complex problems of our social and physical world, we emphasize scientific inquiry, respect for all values, and the ability to think clearly and communicate effectively. As a staff, we share the obligations of guidance services which help the student understand himself/herself and live with varied

occupational pursuits; therefore, we provide general and specialized courses to provide for economic and educational success.

A close relationship between the school and the community should be maintained at all times so that students realize their civic and social duties, their economic demands, and their relationship with others. It is the purpose of our district to share with the community the education of youth. The fullest development of the pupil depends upon the continued growth of the student, the teacher, and the administration. This growth is fostered by proper preparation, continued education, and the use of those procedures which lead to the best teaching in the classroom.

It is the school district's role to provide a balanced curriculum with enough depth and breadth in each area to challenge every student commensurate with his/her interests and abilities. The success of the student in meeting the requirements of these areas should determine his/her advancement and promotion. The program is organized to provide activities for all who wish to participate, with membership open to all qualified students. Each organization attempts to further develop in the students the three fundamentals of effective education: the furtherance of knowledge, the evaluation of ideals, and the establishment of acceptable habits of conduct.

It is the responsibility of the district to the community to provide continuing education, enrichment programs, and properly sponsored activities for youth. It is our belief that a program of general studies and special courses, coupled with good teaching, will yield both breadth and depth of knowledge and understanding. One of the greatest responsibilities in education today is to encourage curiosity and inquiry and to be mindful that imagination is as important as knowledge.

### **PRIVATE PROPERTY PROTECTION**

The trading, bartering, or selling of personal items between students is prohibited as a means of protecting children from the loss of property and personal belongings. Students are encouraged to put a lock on their assigned locker. Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.

### **PUBLIC DISPLAYS OF AFFECTION**

This is a public school to be used and enjoyed by all the students enrolled here. One of the objectives of the administration of the school is to teach the students a type of behavior that is socially acceptable. Therefore, we ask that all students refrain from holding hands, hugging, kissing, etc., while on the Upper Elementary School property. This type of behavior is not acceptable, and it is embarrassing to your fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and members of our community.

### **SCHOOL CALENDAR 2026-2027**

[Kiski Area School District Calendar 2026-2027](#)

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a network of personnel, agencies, and programs designed to offer help to students at risk of failing academically, socially, and/or in their personal interactions. A group of specially trained volunteers meets on a regular basis to discuss the needs of individual students and seek solutions. Students experiencing serious problems should approach one of these individuals for assistance. Strictest confidentiality is maintained unless, in the opinion of the professional, the student or others are in serious, immediate danger.

### **Homeless Information Homeless Students**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless**—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

Students shall not be discriminated against, segregated, nor stigmatized based on their status as homeless. To the extent feasible and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Kiski Area School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

**What supports can school districts provide to homeless students?**—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

**Homeless Dispute Process**—If there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

**What if I think that I am eligible for services under McKinney Vento?**—Please contact the Homeless Liaison, Mr. Darren Kennedy at 724-842-0463.

## **SCHOOL PICTURES**

Student pictures are taken each year and may be purchased by the parents if they so desire. These pictures are also used for the student yearbook and the cafeteria point of sale system.

## **TECHNOLOGY**

### **KASD 1:1 Initiative**

In conjunction with the Kiski Area School District 1:1 Initiative, all students will be assigned a Chromebook for use both inside of the building and at home. All students are responsible for the device they have been issued from the district. In the event that a device becomes damaged or inoperable, students must report these issues immediately to the classroom teacher or to the KASD Technology Help Desk. Please access the [KASD Chromebook Handbook](#) for more detailed information regarding accidental damage and optional insurance plans.

(Adopted 2015-2016)

### **Student Data Privacy & Use of Digital Learning Resources**

The Kiski Area School District is committed to protecting the privacy, security, and accessibility of student information. To support teaching and learning, the District utilizes a variety of digital applications, websites, and online services that have been reviewed and approved for instructional use. Before any application is approved, it is evaluated for educational value, student data privacy, information security, accessibility, and compliance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). Only applications that meet the District's standards may be used with students.

As part of participation in the District's educational program, students may be provided accounts in District-approved applications and online services. To enable these services, the District may share the minimum student information necessary, such as a student's name, district email address, grade level, school, or class assignment. By enrolling in and attending Kiski Area School District, parents/guardians acknowledge and consent to the student's use of District-approved educational technology resources and the limited sharing of student information necessary to provide these educational services. A current list of approved applications and additional information regarding the District's data privacy practices is available on the District website.

### **Use of Technology**

The Kiski Area School District purchases equipment and materials for the legitimate use of students and staff. Legitimate use implies any use that contributes to the approved educational goals of our students.

### **Software/Programs**

Copyright and licensing is a special problem in the use of prepared programs. It is specific to Kiski Area School District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district-owned computers.

### **Internet Usage**

The Kiski Area School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The District has taken extensive precautions to filter out inappropriate programs found on the Internet while fully recognizing that no

blocking system is foolproof. A stringent policy for Internet access, including disciplinary regulations governing abuse of these privileges, is being enforced.

All students will have supervised access to electronic resources, which may include the Internet, unless parents request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

### **Abuse of Technology**

Due to the expense and complexity of technology, special consideration must be given to intentional abuse.

Damage to equipment includes sabotage of network and/or computer software. The Section: Defacing, injuring, or Destroying School Property as found in the Student Handbook shall apply. In addition, the student will be held liable for the full cost of repairs. Failure to pay for repairs will be handled as specified in the "Care of Building" section of the Student Handbook. Also, the student may lose access privileges.

Any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility.

As a result of the first violation, the student will lose access for the remainder of the school year. A second violation will result in permanent loss of access. The student should be aware of the consequences loss of access can have on the grade for the project.

## **WITHDRAWING FROM A CLASS**

Due to state and federal requirements, a student may not be withdrawn from a class once the school year begins. If you feel there is an extenuating circumstance that would dictate a student withdrawal or class change, notify the building principal in writing. Requests are reviewed on a case-by-case basis. All requests are at the principal's discretion, and decisions are final.

## **MISCELLANEOUS ITEMS**

### **AGENDA/PLANNER**

Students in grade five are expected to maintain an agenda/planner, which is provided by the district. If the agenda/planner is lost or stolen, the parent is responsible for purchasing a new one from the school office.

### **ANNUAL NOTICE OF SURVEY RECORDS, CURRICULUM, PRIVACY, AND RELATED RIGHTS AND OPT-OUT FORMS AND EXPLANATIONS**

Contact the school office for more information about these forms.

### **ASBESTOS MANAGEMENT PLAN**

In order to comply with the federal mandate regarding asbestos, each school district in the United States was required to develop a management plan. Kiski Area School District's management plan and accompanying building surveys are available for review in the superintendent's office. Each school's individual plan is also available on site.

### **COMMUNICATION BETWEEN HOME & SCHOOL**

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel. Parent(s)/Guardian(s) should communicate first with teachers regarding classroom problems. Appointments for private conferences with teachers should be made in advance by contacting the teacher. Problems that cannot be resolved during parent-teacher conferences should be taken to the building principal.

## **COMMUNITY AGENCIES**

The district maintains lines of communication for referral purposes with such agencies as the Westmoreland Mental Health and Mental Retardation Centers and the Armstrong County Family Counseling Center. If services of these agencies are needed, the school officials and/or guidance personnel will be ready to help.

## **CONFERENCES**

Parent-teacher conferences are valuable and encouraged throughout the school year. Appointments can be made by calling either the teacher or school counselor.

## **COURT ORDERS & CUSTODIAL PARENTS**

The district will direct all communication to the student's natural parent(s)/guardian(s). When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school should be presented with legal documentation. Court Orders of this nature should be registered with the Assistant Superintendent at the Administration Office, 200 Poplar Street, Vandergrift, PA 15690.

## **PARTIES**

Parties are limited to two per year. There are to be no gift exchanges or collections of money for party expenses or gifts. Invitations for students' parties outside of school may be distributed in the classroom at a time determined by the teacher. If there is not an invitation for each student in the class or for each female/male for same-gender parties, the invitations may not be distributed at school.

To help ensure a safe and positive environment for all students, any items included in classroom treat bags must be appropriate for school.

Treat bags may include items such as individually wrapped candy (if permitted by the classroom teacher), pencils, erasers, stickers, bookmarks, or other small school-appropriate favors.

The following items are **not permitted** in treat bags or at classroom parties:

- Novelty items that pop, snap, explode, or create loud noises (including "snaps" or similar products)
- Toys or items that could be used to startle, distract, or pose a safety concern
- Items that resemble fireworks or other prohibited materials
- Any item deemed inappropriate or unsafe by school staff

The school reserves the right to remove any items that do not meet these expectations. Families with questions about appropriate party favors are encouraged to contact the classroom teacher before sending items to school.

## **DIRECTORY INFORMATION**

Information Made Public - Kiski Area School District maintains directory information relating to its students. This information will be made public. You may, however, request that directory information not be released. The parent(s)/guardian(s) of the student or the eligible student can refuse to permit the designation of any or all of the category of personally identifiable information if the Superintendent of schools is notified in writing by the last Friday in September.

## **EMERGENCY PROCEDURE**

Each school building in the Kiski Area School District has in place a Building Management Plan inclusive of emergency procedures. The procedures include plans for incidents occurring in various areas of the individual buildings and take the students' needs and safety in each building into consideration. These plans are reviewed on a monthly basis by a team of administrators to increase the likelihood of their successful implementation. To protect our school community from unwarranted confusion, it will not be the procedure in the Kiski Area School District to distribute blanket letters in the event of false reports of critical incidents. Parent(s)/Guardian(s) will be notified when legitimate emergency situations occur.

## **FUNDRAISERS**

Food items will not be sold during the school day for fundraising. Marketing, pricing, and nutrition education strategies will be used to encourage the selection of healthier foods. The Food Service Director can provide assistance in identifying foods that meet the criteria for fundraisers occurring outside the school day.

## **GIFTS**

Parent(s)/Guardian(s) and pupils are requested to refrain from sending gifts to school personnel. This gesture of gratitude has been appreciated in the past, but the practice can be a burden to some parent(s)/guardian(s) and can cause embarrassment to some students.

## **HANDICAPPED STUDENTS (Chapter 15 Regulations)**

In compliance with state and federal law, the Kiski Area School District will provide each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. Programs, such as adaptive physical education, have been established for those students with physical limitations or disabilities.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Student Support Services at the Central Office at 200 Poplar Street, Vandergrift, PA 15690.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for pupils who are unable to attend school in accordance with rules and regulations prescribed by the Pennsylvania Department of Education. Requests for homebound instruction should be directed to the building principal.

## **INSTRUMENTAL MUSIC**

Upper Elementary - Children in grades five and six are given an opportunity to receive instrumental instruction. The school does not furnish instruments, but rental information is available. An upper elementary band is available for interested instrumental students. Rehearsals are held after school once a week, and additional rehearsals are scheduled as needed. The district provides transportation to rehearsals. Parent(s)/guardian(s) must provide transportation home. Membership in the upper elementary band is based upon a recommendation from the students' instrumental instructor at each respective school.

## **INSURANCE - STUDENT ACCIDENT**

Low-cost student accident insurance is made available to students. It includes coverage for injuries that occur at school or on the way to or from school. Another policy that provides twenty-four-hour coverage is available at a higher premium. Parent(s)/guardian(s) are responsible for payment of premiums if they desire a policy.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

The Kiski Area School District uses an outside professional contractor for all pest control. The contractor uses an IPM approach to pest management which focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. Routine cleaning, maintenance, and monthly inspection by the pest management contractor are integral components of the program.

Between inspections, pest sightings are reported to our pest management contractor through the Maintenance Supervisor. The contractor evaluates pest problems and appropriate pest management techniques to address the problem. These techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing pests, and as a last resort, application of chemical pesticides. All pesticides will be dispensed by the licensed pest management contractor and will follow accepted IPM procedures.

## **MUSICAL LESSONS**

Participating in a musical program permits students to miss class time without penalty. When missing class time due to a scheduled musical lesson, students are permitted to make up work just as though they had been legally absent from school the previous day. Classroom teachers should inform students as soon as possible of important tests/events that are scheduled. In these instances, students must report to their classes instead of going to their lessons.

### **VOLUNTEER INVOLVEMENT**

Parent(s)/Guardian(s) are welcome to become active in their respective buildings through participation in the school PTO. The principal must approve all non-school personnel, volunteers, speakers, etc., in advance. A pre-planning session must be conducted by the responsible, certified school person making the request for volunteers to ensure that participants will facilitate district goals. All volunteers who may be working with our students must have their criminal record checks on file in the office. Ultimate responsibility for students rests with the certified school employee. Forms are available to request the types of involvement listed above.

### **STUDENT PHOTOGRAPHS, VIDEO RECORDINGS, AND MEDIA**

The Kiski Area School District values the opportunity to celebrate student achievement and share the positive experiences taking place throughout our schools. As part of normal school operations and school-sponsored activities, the District may photograph, video record, or audio record students participating in educational programs, classroom activities, athletics, performances, field trips, assemblies, and other school-related events.

These images or recordings may be used for educational purposes and to promote District programs and activities through District-approved publications and communication platforms, including, but not limited to:

- The District website
- Official District and school social media accounts
- Newsletters and publications
- Yearbooks
- Presentations and promotional materials
- Local newspapers, television, or other news media

The District will comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and applicable Pennsylvania law regarding the release of student information. Personally identifiable student information will not be disclosed except as permitted by law or Board policy.

Parents/guardians who do not wish to have their child photographed, video recorded, or included in District publications or media communications must submit a written request to the building principal each school year. The District will make reasonable efforts to honor such requests in District-controlled publications and communications.

Please note that the District cannot prohibit or control photographs, video recordings, or audio recordings taken by parents, guardians, spectators, news media, or other members of the public at public events, including athletic contests, performances, ceremonies, and other school-sponsored activities that are open to the public.

Questions regarding this practice or requests to opt out should be directed to the building principal.

### **CHILD FIND and ANNUAL NOTICES to PARENTS**

## MISSION, VISION, AND VALUES

### KISKI AREA MISSION

The Kiski Area School District empowers all students to be productive citizens by providing meaningful educational experiences.

### KISKI AREA VISION

The Kiski Area School District will be a premier school district that inspires students to perform at their highest level.

### KISKI AREA DISTRICT VALUE STATEMENTS

#### **In Kiski Area School District we believe that...**

Kiski Area School District honors the uniqueness of each individual and embraces diverse backgrounds, values, and points of view to build a strong, inclusive community.

All students must be resilient, lifelong learners who pursue their passions in all opportunities.

All students become productive citizens and reach their full potential.

All students deserve a quality public education that supports academic and social and emotional well-being.

Positive and authentic relationships with students, colleagues, and the community are a priority.

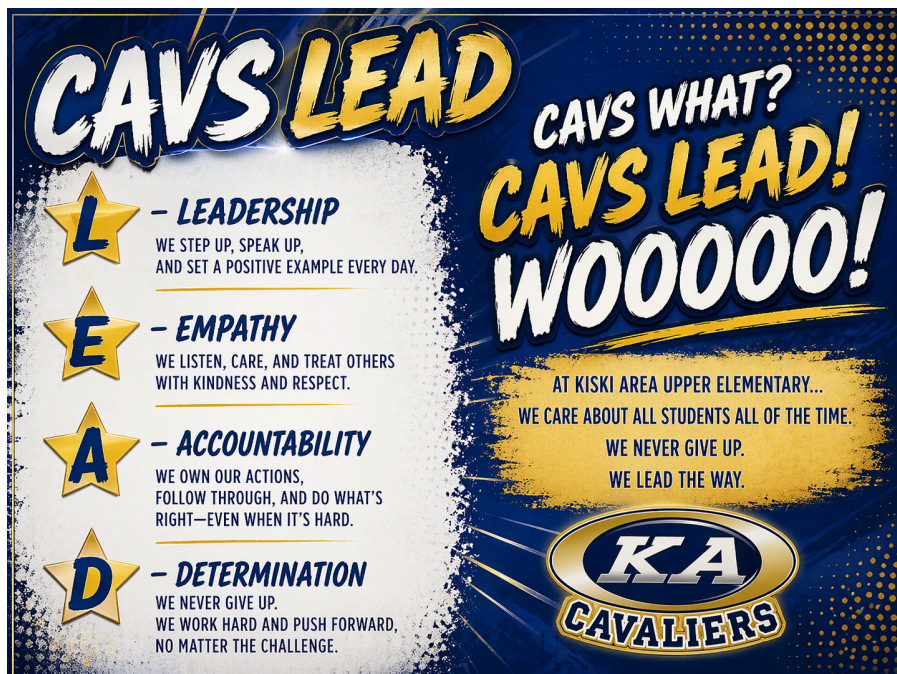
All staff members will provide a seamless vertical and horizontal curriculum that provides endurance, leverage, and readiness for the next level.

Staff will create positive and authentic relationships by respectfully setting high expectations that promote student growth.

The administration will be the lead learners for all stakeholders.

Administrators build leadership capacity by communicating our vision in positive school culture.

The administration will be visible leaders that build positive relationships through communication and collaboration.



**2026 - 2027**  
**STUDENT HANDBOOK**  
**SIGN-OFF**

---

Kiski Area School District  
2026 ~ 2027



Dear Parent/Guardian,

In conjunction with the KAIS 1:1 Chromebook Initiative, all assignments, upcoming tests and quizzes, projects and other classroom dates will be posted to Google Classroom. It is the responsibility of the student to refer to these resources to keep track of important deadlines and due dates. It is through this organization that your child will greatly enhance his/her opportunity to grow and to become a more successful learner. Google Classroom is also a valuable tool for you as a parent to review daily with your child so that you are aware of what he or she is learning and accomplishing in our school.

Another resource for you and your child to become familiar with is our online student handbook. The student handbook is building specific and is easily located on the homepage of your child's school building (kiskiarea.com). Important information regarding attendance, extra-curricular activities, discipline, and other important policies are included. As a school, we are asking you to please review this handbook with your child and submit verification using the link provided below within the next week. If you have any questions about the handbook or if you wish to obtain a copy of the handbook, please feel free to contact your child's school counselor or homeroom teacher. Thank you for your support in reviewing this information with your child.

Please complete the information using this [link](#) to verify that you have read and discussed the online student handbook with your child and that you (you and your child) are familiar with and understand the rules and guidelines set forth in this handbook.

Option (if you do not sign electronically using the link above): complete this page and return it to your child's homeroom teacher no later than Friday, September 4, 2026.

Student's Signature: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT HANDBOOK**

# Kiski Area Intermediate School

**2026 ~ 2027**

## **FOREWORD**

Dear Student and Parent/Guardian,

We wish to take this opportunity to welcome you to KISKI AREA INTERMEDIATE SCHOOL. You are now a middle level student and thus have certain responsibilities and privileges. This handbook has been designed to help you understand the policies and activities at your school. Please read it carefully and do not hesitate to contact us with questions. We are looking forward to helping you have a safe and enjoyable school year.

Sincerely,

Mr. Michael Cardamone  
Principal

Mr. John Cortazzo  
Assistant Principal

## **NOTICE OF GENERAL INFORMATION**

Section 1317 - Pennsylvania School Code states: Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)

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### **ACADEMIC AWARD GUIDELINES**

1. Grades will be averaged after the 3rd grading period.
2. 90 % PPA is the qualifying point average.
3. All subjects are used for computing PPAs.
4. Awards will be given to 7th and 8th grade students.
5. Students who have attained a 90% PPA after the 4th grading period may return to the school and receive their award.
6. When computing a 90% PPA for academic awards, students must have a 90% PPA or above. No figure will be raised. For example, 89.6% PPA cannot be raised/rounded up to 90%, nor can any other number. Students must have a cumulative 90% PPA or above.

Additional requirements for Presidential Award: Students must score Advanced in reading and/or math on the Pennsylvania System of School Assessment (PSSA).

### **ASSEMBLIES**

Through a variety of assemblies, Kiski Area presents to the student body cultural and educational experiences. It is the responsibility of all students to conduct themselves in a respectful manner. Remember, student conduct at assemblies is observed by visitors who are present and their opinion of our student body is determined by their actions. The following rules should be upheld:

1. A comparative quietness is to prevail upon entrance to the assembly area.
2. Absolute quiet and attention is expected as soon as the person in charge of the assembly appears.
3. Students are to participate in any group activity which is on the program.
4. While students may show appreciation cordially, wild applause is to be avoided.
5. Until properly dismissed, students are to remain seated.

## ATHLETIC GUIDELINES

### Athletic Eligibility Rules

Eligibility is in accordance with the by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) and the policies of the Kiski Area Board of Education:

1. Age - maximum 15 years if birthday is on or after July 1st.
2. Amateur Status - must maintain an amateur status; cannot play on a professional team or on a team which includes professionals; cannot receive cash or awards equivalent to cash for performance, ability, participation, or services; cannot sell or pawn athletic achievement awards.
3. Attendance - must be enrolled and in full-time attendance; if absent 20 or more days a semester, a pupil shall be ineligible to participate until in attendance for a total of 60 school days following the 20th day of absence.
4. Parental Consent - must have consent of parent or guardian before eligible to practice in an athletic contest.
5. Physical Examination - must be examined before each sport season by a licensed physician of medicine or osteopathic medicine before eligible to practice or participate in any interscholastic contest.
6. Period of Participation -
  - a. Maximum of twelve semesters beyond 6th grade
  - b. Maximum of four seasons beyond 8th grade
7. Representation - cannot participate in an athletic contest as an individual or as a member of a team in the same sport during the same season unless waiver is approved by the principal in writing and filed.
8. Academic - must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period; failure to meet this requirement, will result in losing eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. In addition to the PIAA standards, the following **Kiski Area Standards** must be met for **weekly eligibility**:
  - a. **Students failing two courses** will be academically ineligible to participate in any Kiski Area school event or associated event.
  - b. Students failing **any** course will be placed on academic eligibility probation.
  - c. Students must pass at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. Failure to meet this requirement, will result in losing eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued. In addition to PIAA standards, the following Kiski Area Standards must be met for **nine week eligibility**:
    - i. **GPA: students must maintain a cumulative GPA of 1.5 or better at the end of each nine week period to remain eligible.** Failure to meet this standard will result in losing eligibility to participate in an event for 15 school days.
    - ii. **PPA: students must maintain a cumulative PPA of 70% or better at the end of each nine week period to remain eligible.** Failure to meet this standard will result in losing eligibility to participate in an event for 15 school days.
  - d. Student athletes whose work does not meet the standards listed above but acquire credit recovery and meet the minimum 1.5 cumulative GPA or 70% PPA shall be eligible. **Credit recovery will not impact GPA and PPA, it will only recover the necessary credits for eligibility.**
9. Insurance - must purchase school-sponsored student insurance or written proof of parent's insurance coverage in lieu of school insurance.
10. Lost Equipment - students shall not be eligible to participate in any sport if all equipment has not been returned or compensated for loss of equipment of a previous sport.
11. Team Dismissal - students who are dismissed from a team for disciplinary reasons cannot participate on another team during the same season.
12. Student Athlete Guidelines – Training Rules - must be signed by both students and parents/guardians and filed with the Athletic Director before students are eligible to practice or participate with the team.

### Registration and Application Procedures for Athletics

1. Students must register online at [Family ID](#).
2. All forms located on Family ID must be properly completed prior to the first day of tryouts and/or practice.

### **Form 1**

- Section 1- Parent/Guardian Permit
- Section 2 - Waiver and Release From Liability
- Section 3 - Injury Risk
- Section 4 - Student Athlete Guidelines, Training Rules, Coaches Prerogatives, Equipment

### **Form 2**

- Coaches' Information Card and Emergency Consent

### **Form 3**

- Health History and Physical Examination Record and Emergency Information
  - Physical examination dates will be assigned to students who were not examined by a personal physician. Students will have to get a physical examination from a family physician if they fail to report on the day of scheduled physical examination. Students will not be permitted to attend any team meeting, practice, or session until all forms have been properly completed by student, parent, and physician and approved by the Athletic Director, or his appointed coach-representative.

### **Interscholastic Athletics**

The Intermediate School offers the following sporting opportunities for students: Football, Boys and Girls Soccer, Boys and Girls Basketball, Track and Field, Girls Volleyball, Cheerleading, Baseball, Softball, Boys and Girls Cross Country, Boys and Girls Swimming, and Wrestling.

### **PHYSICAL EDUCATION GUIDELINES**

In order to develop a clearer understanding of requirements for Physical Education, the following outline of rules and regulations is being presented for you to read and retain. All students are required to bring a change of clothing\* and expected to dress for every class in the proper attire.

#### **Proper Attire**

1. Change of clothing (adhere to KAIS dress code guidelines)\*
2. Tennis shoes (tied appropriately)
3. Socks
4. Towel (optional)
5. Heavy jersey, sweatshirt, or sweatsuit recommended in cooler weather (classes may go outside)

\*Please review the KAIS dress code guidelines to assure appropriate attire is worn during PE class.

#### **Class Procedure**

1. Must be present in the locker room when the late bell rings.
2. Cell phones should be turned off and must be put away in lockers/bags.
3. Check all valuables in with the instructor upon entrance to the locker room (not responsible for lost or stolen articles not turned in to the instructor).
4. Report for roll call 5 minutes after late bell rings.
5. Students must conduct themselves with proper discipline and respect during roll call and all class activities.
6. Report all injuries to the teachers.
7. Report to the locker room when excused from class; change at this time.
8. Pick up valuables and remain in the locker room or assigned area until the dismissal bell rings.
9. Leaving an assigned area before the dismissal bell or cutting class may result in a 3-day suspension.
10. Grades are based upon participation and skills.
11. Students may be referred to the office for discipline after failing to dress appropriately for PE class three times in any one nine-week period.

#### **Make-ups and Medicals**

1. Absences from class will result in points being deducted. Absences from class may be made up and deducted points will be replaced.

2. All students, even those with short-term medical excuses, must dress for class. If this is not possible because of a cast, etc., an exception will be made at the discretion of the instructor.
3. Medicals, both short and long-term, will be dealt with on an individual basis.
4. Students needing assigned to adaptive physical education must:
  - a. Check with the PE teacher to see if adaptive PE is possible.
  - b. Submit a doctor's excuse at the beginning of the medical, specifying the medical reason and length of time needed to be excused from PE class. No medical excuse shall be retroactive.
5. Regular PE classes intentionally missed (refusal to dress with no written excuse) may not be made up.
6. School activity - Students shall be excused from regular physical education classes to participate in school activities which are being held at the same time the classes are scheduled. These classes do not have to be made up, but any skill or written tests missed must be made up in class.

### **Lockers and Valuables**

Lockers in the gymnasium locker area are not made to provide security for valuables. Students are urged not to have valuables in school. However, if valuables are brought to school, students are to turn them in to the PE teacher. The teacher will hold the valuables until the students reclaim them. Remember, hand all valuables to the teacher. The school will not be responsible for the loss of personal valuables. **Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.**

## **ATTENDANCE PROCEDURES AND GUIDELINES**

### **Attendance**

Compulsory student attendance is a requirement of the Pennsylvania School Code 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the District. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. We believe there is a strong correlation between regular classroom attendance and academic achievement. Furthermore, with the passage of Every Student Succeeds Act, it is imperative that students maintain regular school attendance to give them the best opportunity to achieve proficiency and growth. The District cannot educate students or provide them with support and assistance when they are absent from school. Therefore, in accordance with the laws of the state, Kiski Area School District requires regular attendance each day that school is in session of all school age children (six to seventeen) of the Kiski Area School District. Regular attendance is defined as attending school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study and alternative education programs are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when there is satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence. Such absences may be investigated. The Assistant Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

### **Truancy**

Truancy is a violation of the compulsory attendance laws. Truancy is defined in the Pennsylvania School Code 1332. The law states: "Absent three days or their equivalent, during the term of compulsory attendance, without lawful excuse."

Students truant from school automatically receive a suspension and do not have the privilege of making up their work missed on the day(s) of truancy.

### **Excused Absence**

Students' excused absence may be for reasons that include but not limited to the following:

1. Death in immediate family
2. Student family trips pre-approved by the administration upon completion of the [Student Family Trip Form](#)
3. Field trips, special programs, athletic and activity events pre-approved by the administration
4. Illness
5. Impassable roads when certified by the District
6. Out-of-school suspension

7. Pre-arranged medical, dental, clinic or hospital appointment
8. Quarantine
9. Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
10. Religious instruction
11. Short-term family emergency
12. Special circumstances or requests prearranged and approved in advance by the principal or superintendent

When students return to school following an absence, they must present an excuse blank or written notification of an excused reason for absence to their homeroom teacher. [Excuse blanks](http://www.kiskiarea.com) may be printed from our website at [www.kiskiarea.com](http://www.kiskiarea.com). Excuse blanks/written notes or emails from home are to be completed and returned within three school days. Such notifications should include the date(s) of absence, the reason for the absence and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. **If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence.** Students who have been absent (excused or unexcused) ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or unexcused. If students are absent from school the entire day, they are not permitted to participate in or attend an after-school activity that day. In order to participate in after-school activities, students must be in attendance a minimum of one-half day. In lieu of physical excuse blanks, parents can submit absence requests through the Family Access section of Skyward. Requests must be completed by the legal parent/guardian, and they must occur within 3 days of the student absence. Requests can be denied if they do not meet the criteria for an excused absence.

School administration may exercise the right to telephone the home to spot-check absences, early dismissals, etc.

### **Health Exclusion**

There are times when students are excluded for health reasons which include, but are not limited to the following:

1. Chicken Pox - Exclude (5) days from the appearance of the first crop of vesicles or until all lesions are crusted over. Return to school with a physician's note or after being examined by the Certified School Nurse (an appointment must be made with the School Nurse). Students are not to be sent to school on the bus.
2. Lice - Exclude pending appropriate treatment. Students must be free of nits prior to returning to school. Students who have been diagnosed with head lice are required to return to school within (2) days. Any absence beyond the two day period will be recorded as an unexcused absence. **The Certified School Nurse will examine students' heads prior to re-admission to school (appointment with the School Nurse is required). Students are not to be sent to school on the bus.** Please refer to the "Head Lice" section of this handbook for further information.
3. Missing required immunizations - Please refer to the Kiski Area District Website regarding updated requirements as set forth by the Pennsylvania Department of Health.
4. Pink Eye/Conjunctivitis - Exclude until discharge is gone, until 24 hours after antibiotic therapy is started, or if approved by a physician.
5. Ringworm - Exclude until treatment. May return after first treatment if body lesions are covered or until they are dried. May return with a physician's note.
6. Scabies - Exclude until completion of appropriate treatment. May return with a physician's note.
7. Strep Throat - Exclude for 24 hours, following initiation of antibiotic therapy; may then return with a physician's note.

### **Immunization Exclusion**

Please be aware that **students who are exempt from immunizations due to medical, religious, or philosophical reasons will be excluded from school in the event of a disease outbreak.** In some circumstances, these absences may extend for an entire incubation period, which would be determined in consultation with the PA Department of Health.

### **Vacations During School Term**

Students who go on vacation during the school term are unlawfully absent unless the building principal has given prior approval. Compulsory School Attendance Laws and the Every Student Succeeds legislation discourage the approval of vacations during the school year. A "[Student Family Trip](#)" form (KASD 101a) must be submitted to the

building principal **at least ten school days prior** to the trip. Students will be permitted to make up work during approved vacations, but they are responsible for making arrangements with their teachers for all missed assignments during this time period. **Student family trips will not be approved on the date semester exams or standardized achievement tests are administered.** Please be aware that students are permitted to miss ten days of school without a doctor's excuse; family trip days will count toward those ten days. Absences accrued in addition to (10) days will require a doctor's excuse or will otherwise be marked unexcused (this includes additional trips throughout the school year that exceed the (10) day limit).

### **Unexcused/Unlawful/Illegal Absences**

Unexcused or unlawful absences are defined as any of the following reasons in addition to reasons not defined in this list:

- |                                             |                       |
|---------------------------------------------|-----------------------|
| 1. Car problems                             | 6. Missing the bus    |
| 2. Child care                               | 7. Oversleeping       |
| 3. Hunting, fishing, etc.                   | 8. Shopping           |
| 4. Illegal employment and/or work           | 9. Truancy            |
| 5. Leaving school without office permission | 10. Unapproved trips* |

The principal or designee shall make the decision declaring an absence as unexcused or unlawful based upon information received from all available courses. The principal or designee shall record the unlawful absence on the student's attendance record. This information can be viewed online in the Family Access module of our Skyward Information System under attendance.

Upon receiving (3) unexcused/unlawful absences, an "official notice of child's third illegal absence" will be mailed home. Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both students and parents/guardians, including information explaining that (3) days after giving such notice, the students who again violate the compulsory attendance requirements will be liable without further notice. Any further absences of an unlawful nature will be directed to the magistrate who will investigate and direct to the proper service/agency.

If, after the first citation and hearing, additional unlawful absences occur, the principal shall consult the SAP team to formulate a plan for improving the attendance pattern. The SAP team shall report the status of cases to the appropriate principal on an ongoing basis. Simultaneously, the SAP team may refer the case to one or more of the following agencies:

1. CYS
2. Family Services
3. District Magistrate
4. Other Agencies

When an absence is coded as unexcused, students forfeit the right to make up any tests or assignments missed during that time.

### **Excessive Absences**

Excessive absences can jeopardize students' chances in passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parents/guardians of school-aged children for their school attendance. The Pennsylvania School Code gives the school authority to require students to have medical excuses when absenteeism is excessive. Doctors' excuses will be required when students have

1. Missed a total of (10) school days in the year (excused or unexcused)
2. Accumulated (3) unexcused absences

When students fail to present medical excuses for any further absences, a "Notice of Unlawful Absence" will be sent to the parents/guardians. Any further illegal absences after the parents/guardians have received a "Notice of Unlawful Absence" will necessitate citations being filed at the District Magistrate as provided for in the Pennsylvania School Code Section 1332-1333.

Students may also be assigned after-school detention after accumulating (10) days of excused or unexcused/unlawful absences. Additional excused or unexcused/unlawful absences may cause the assignment of additional detention or suspensions.

### **Tardiness to School**

Students arriving after **7:40 a.m.** are required to present a note of explanation from their parents/guardians. Students arriving tardy must have an official excuse from the doctor, dentist, or agency to be coded as officially excused; students who have a note from their parents/guardians, may be coded as excused. Students must report directly to the office before reporting to class. The Pennsylvania School Code gives the school authority to require students to have a medical excuse when tardiness is excessive. Doctors' excuses will be required when students have accumulated a total of (5) tardies (excused and unexcused).

Once (3) unexcused tardies have been reached, a letter will be sent to the parents/guardians informing them of the tardies. After (4) unexcused tardies, a detention will be administered. Additional tardies will constitute additional detention or in-school suspension.

### **Early Dismissal**

Students are expected to be at school for the entire school day. Students must bring a written note from their parents/guardians if they are requesting an early dismissal from school. Students will only be dismissed from school for the following reasons:

1. Illness
2. Death in family
3. Religious holidays as certified by a written explanation signed by parents/guardians or clergy
4. Field trips, special programs, athletics, and activities pre-approved by the administration
5. Pre-arranged medical, dental, clinic, or hospital appointment
6. Educational trips pre-approved by the administration

**Students must report to the office to secure permission to leave the building early.** Written permission from home must accompany each request. These requests should be presented to the office before Homeroom period starts on the day the student desires an early dismissal. A call from the office may be made to verify these requests. **Students returning from early dismissals must present printed documentation of attendance, including time of appointment, immediately upon return to school.** In cases when illness develops during the day, the school nurse will issue early dismissals. Doctor and dentist appointments should be made, if possible, on Saturdays, school holidays or after 3:00 p.m. When appointments are made requiring early dismissals, **requests must include the doctor's name and office telephone number.**

Should it become necessary for students to leave school for health reasons, they must go to the nurse's office or the main office so that arrangements can be made with the home. **Under NO circumstances may a student leave the building without reporting to the office and signing out.** Students who leave school without official documentation will be considered unexcused and subject to disciplinary action.

Parents/guardians must sign the electronic Early Dismissal Form upon students' dismissals. The school office must be notified when someone other than the parents/guardians come to pick up students. While this process may seem involved, students' safety while assigned to school is our foremost concern.

Once (5) early dismissals have been reached, a letter will be sent to the parents/guardians informing them of the early dismissals and any discipline that may be administered. Additional early dismissals may result in disciplinary action being taken by the administration. Furthermore, Kiski Area School District will enforce a time limitation for early dismissals.

### **After School Events**

Students must provide written notification from their parents/guardians to the school office when they intend to leave campus (ex: McDonald's) and return to attend an after school event. All school policies and behavior expectations apply to students remaining after school for events. Acceptable forms of parent notification include written notes, emails, or phone calls to the office.

### **Delegation of Responsibility**

The initial responsibility to address excused/unexcused attendance problems rests with teachers, principals and guidance counselors/SAP team members. Teachers serve as a first line of defense against habitual absenteeism.

Teachers should take an active role by meeting with students individually and contacting the parents/guardians to encourage better attendance. The District's SAP team should be made aware of instances of unlawful absences.

### **Student Responsibility**

Students are responsible to do the following:

1. Attend all classes daily and on time.
2. Participate in class activities and discussions.
3. Put forth effort to learn and grow academically .
4. Obtain and make-up assignments and tests that have been missed.

### **Parent Responsibility**

Parents/guardians are responsible to do the following:

1. Make certain that students attend school regularly and on time.
2. Notify the school in advance of any anticipated absences.
3. Provide the school with an acceptable written explanation and documentation concerning each absence within three days of return.
4. Make certain that all requests for early dismissals are for a legitimate and necessary reason.

### **24 PA Statute**

“(a) (1) Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provision of this act, the district superintendent, attendance officer, or secretary of the board of school directors shall give the offending person three (3) days written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provision of this section without further notice. (2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to ensure attendance of the child at school, he or she shall not be convicted of the summary offense. (3) Upon a summary conviction, the district justice may suspend, in whole or in part, a sentence in which a parent, guardian or person in parental relation is summoned to pay as required under this section: Provided that the child no longer is habitually truant from school without jurisdiction. (4) In lieu of, or in addition to, any other sentence imposed under this section, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months. (b) (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to ensure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provision of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4) shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. 1520 (relating to adjudicative alternative program).

2) For any child who has attained the age of thirteen (13) years who fails to pay the fine under clause (1) or to comply with the adjudication alternative program, the district justice may allege the child to be dependent under 42 Pa.C.S. 6303(a)(1) (relating to scope of chapter). The failure by the child to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 Pa.C.S. Ch. 63 (relating to juvenile matters).

(3) Upon a summary conviction or assignment to an adjudication alternative program, the district justice may suspend, in whole or in part, a sentence or an adjudication alternative program in which a child who has attained the age of thirteen (13) years must pay or comply with the adjudication alternative program; provided that the child no longer is habitually truant from school without justification.

(4) Any child who has not attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. \_\_6302 (relating to definitions). Any child who has attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of a prosecution under clause (1), be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. \_\_6302 (relating to definitions).

“District justice” shall mean such court as the court of common pleas shall direct in counties not having district justices.

“Habitually truant” shall mean absence for more than three (3) school days or their equivalent following the first notice of truancy given under section 1354. A person may be habitually truant after such notice.

“Offense” shall mean each citation which goes before a district justice or court of common pleas.

“Person in parental relation” shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. \_\_6302 (relating to definitions).

(c) If a child is convicted for a violation of this section, the court, including a court not of record, shall send to the Department of Transportation a certified record of the conviction or other disposition on a form prescribed by the department.

(d) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

#### **Section 1338.2—Suspension of Operating Privilege**

“(a) The Department of Transportation shall suspend for 90 days the operating privilege of any child upon receiving a certified record that the child was convicted of violating section 1333. If the department receives a second or subsequent conviction for a child’s violation of section 1333, the department shall suspend the child’s operating privilege for six months. (b) Any child whose record is received by the department under section 1333(c) and who does not have a driver’s license shall be ineligible to apply for a driver’s license under 75 Pa.C.S. \_\_1505 (relating to learners’ permits) and 1507 (relating to application for driver’s license or learner’s permit by minor) for the time periods specified in subsection (a). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. \_\_1541 (relating to period of revocation or suspension of operating privilege) for the time specified in subsection (a).”

### **BULLYING**

Kiski Area Intermediate School is committed to providing a safe, positive learning environment for all students. The building recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying, including cyber bullying, is not permitted on school grounds. Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Students who have been bullied are encouraged to report the incident to a teacher or guidance counselor promptly. Confidentiality of all parties shall be maintained, consistent with the building’s legal and investigative obligations.

## **Consequences**

Students who violate the building's bullying policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another building, classroom, or bus
5. Exclusion from activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/therapy outside of school
10. Referral to law enforcement officials

## **Safe 2 Say Something**

Mandated under PA state law/Act 44, the program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. Anyone can submit an anonymous tip report through the Safe2SaySomething system <https://www.safe2saypa.org/>

## **CHEATING**

Students caught cheating will receive a 0% on that specific graded assignment. Students caught cheating the second time in the same subject will automatically fail the subject for the year. Plagiarism is considered a form of cheating. The dictionary meaning of plagiarism is the following: "To steal and pass off as one's own (the ideas and words of another). (Page 1728 of Webster's 3rd New International Dictionary). The legal definition of plagiarism according to the copyright laws of the United States may be the use of as little as five consecutive words in a work that is presented as original.

## **CLUBS/ORGANIZATIONS**

|                    |                              |             |
|--------------------|------------------------------|-------------|
| Fuel Up to Play 60 | Student Council              | Winterguard |
| Jazz Band          | Instrumental/Vocal Ensembles | Yearbook    |
| Lego Club          | FACS Club                    | STEM Club   |
| Fitness Club       | Gaming Club                  | Trivia Club |
| Walking Club       | Writing Club                 |             |

## **DANCES**

Dances are held periodically throughout the school year under the supervision and direction of appropriate district personnel. Only students in good standing who attend Kiski Area Intermediate School are permitted to attend. Proper school dress is necessary at all school dances.

## **DESTRUCTION OF SCHOOL PROPERTY**

### **Section 777**

Students caught defacing, injuring, or destroying school property will be suspended, and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code which reads as follows: Section 777 Defacing, Injuring or Destroying Property Used for School Purposes: Penalty. If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse

used in connection therewith; or shall deface, injure, damage or destroy any school furniture, electronic devices, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than five (\$5) and not more than two hundred dollars (\$200), or undergo an imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

### **Care of Building**

It is the obligation of all students to avoid damaging or defacing buildings, furniture, electronic devices, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements.

All damages are to be reported to the office immediately and those responsible for the damages will be held liable.

Supplies of permanent or semi-permanent materials, i.e. books, chromebooks, etc., which are distributed to individual students must be returned in good condition at the end of the current term. Students who destroy, deface or lose this equipment will be responsible for the cost of the equipment/materials and will receive a bill from the school.

## **DISCIPLINE**

### **Discipline Policy**

The entire discipline policy of the district is available in every principal's office. Students are made aware of the policy's guidelines at the beginning of each year through explanations provided by teachers and principals.

When attending school activities, all school rules apply. Such activities are strictly an extension of the school day. Extra-curricular rules and regulations governing students in those activities will be in addition to the district's discipline policy.

Exclusion from school may be affected by temporary suspension, full suspension or expulsion. Consistent temporary or full suspensions as well as the severity of the infraction could lead to expulsion. In all cases the administrators will adhere to the due process procedures outlined in detail in the district's discipline policy and the Pennsylvania School Code.

### **After School Detention**

After school detention is assigned for minor offenses not deemed of the degree of severity to warrant suspension.

Kiski Area Intermediate School takes pride in the fact that the majority of our students understand the importance of abiding by the rules and regulations of the school. However, there are some students who, at times, act inappropriately. It is imperative these students learn to change such behavior. Therefore, the Kiski Area Intermediate School implements an after school detention program to deal with behavior that is disruptive but does not warrant a suspension from school, if corrected promptly.

After school detention will be held one or two days each week from 2:55 p.m. until 4:55 p.m. Students who arrive between 2:55 p.m. and 2:59 p.m. will not be dismissed until 5:00 p.m. Students will not be admitted after 3:00 p.m. In such cases, these students will be referred to the principal for further disciplinary action.

If for any reason students cannot report on their designated day(s), they must give notice to the principal no less than one day prior to the scheduled detention. **Any student who fails to attend detention will automatically be rescheduled for the next week.**

Students failing to make up their assigned detention by the deadline given will be given **(1) day in the RESET Room, and a new detention deadline will be assigned automatically for the very next date of detention. A parent conference will be scheduled to discuss the lack of cooperation by the student to serve the assigned detention.** During this conference, a new deadline for the detention will be agreed upon by the student, parent, and administration. Students who demonstrate a continued disregard for serving assigned detentions will be referred to the magistrate for review by the administration.

Students reporting to detention must bring enough work to last the entire session. Supervising teachers will assist

with tutoring when possible. Talking, sleeping, eating, drinking, listening to music, etc. will not be tolerated. Students violating the above rules will not receive credit for the time spent and additional disciplinary action will occur.

**Temporary Suspension (3 days: in-school or out-of-school)**

1. Use of profane or obscene language or gestures while under school supervision
2. Possession or use of matches, lighters, or any tobacco product\*
3. Threatening of students or teachers
4. Fighting between two or more students
5. Insubordination - refusal to follow the instruction of a school employee or failure to identify oneself upon request
6. Misconduct/disobedience (sec. 1318 school code)
7. Leaving an assigned location or school without permission by the office
8. Truancy/class cut
9. Forging or falsifying school forms or the use of forged documents
10. Theft of school equipment plus any item(s) taken from teachers, students, locker rooms, closets or any place in the school or on school property
11. Malicious mischief and school vandalism
12. Malicious telephone calls to school personnel
13. Verbal abuse/harassment
14. Violation of the medication policy
15. Public show of affection
16. Other offenses that are deemed in conflict with the normal operation of the educational process

**\*In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.**

### **Full Suspension (10 days: out-of-school)**

1. Possessing, dispensing, selling or use of alcoholic beverages on school property or school related activities
2. Possessing, dispensing, selling or use of drugs that are in violation of the Dangerous Drug and Cosmetic Act on school property or at school related activities
3. Assault and/or battery including striking or causing physical injury while under the school's supervision to students and/or school personnel
4. Possessing or use of weapon(s) on school property - "weapons," for purposes of this section, shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck sticks, firearm, shotgun, rifle and/or any other tool, instrument or implement capable of inflicting serious bodily injury \*\*
5. Participation in a terroristic threat or attempt
6. Tampering with firefighting equipment or emergency system (false alarm)
7. Moral offense, such as indecent assault, exhibitionism, and possessing pornographic material
8. Possessing blasting caps, firecrackers, smoke bombs or any other explosive devices on school property
9. Complete disregard of school rules and regulations
10. Severe abuse/harassment
11. Other types of offenses that are deemed in conflict with the normal operation of the educational process

\*\*This suspendable behavior may result in an expulsion based on Act 26: June 30, 1995 of the PA School Code.

After (3) temporary suspensions, any subsequent suspension will be for ten (10) days out-of-school. Expulsion shall mean exclusion from school for an offense exceeding (10) school days, and may be permanent expulsion from the school rolls. These cases shall be acted upon by the Board of School Directors after appropriate due process.

\*Act 145 of 1996 identifies, as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus or on any school property. According to the law any student found in possession of tobacco may face a fine of not more than fifty (50) dollars plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the District.

### **Suspensions and Extra-Curricular Activities**

Students assigned a temporary or full suspension may have their membership in school organizations terminated for the school year. Please check the by-laws of any school-sponsored activities in which your children participate.

**Students are not permitted to participate in extracurricular activities the entire duration of their suspension.**

### **Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Violations of school bus rules will be reported by the driver to the principal for disciplinary action. When the bus infraction calls for a suspension, in accordance with the Kiski Area School District Discipline Policy, the suspension procedure for school offenses will be implemented by the principal.

### **Video Monitoring Equipment**

In order to improve safety and discipline, the Kiski Area School District has installed video monitoring equipment in many of the pupil transportation vehicles. Each bus has a special box installed in the front. Inside the box, a video camera may be stored. The video camera may record the behavior of the students and the bus drivers' methods of student management. If a tape contains information which will be helpful to improve student behavior/management, it will be shared with the appropriate school staff, bus drivers, students and parents/guardians and may be used as evidence in any disciplinary proceeding. This notice is to advise parents/guardians that your children may be videotaped any time they ride the school bus.

### **Food Items**

Food and drink should only be consumed in the cafeteria or under direct teacher supervision as part of a classroom lesson. Students found eating or drinking in the classrooms, hallways, etc. may be subjected to discipline.

## **DISCRIMINATION POLICY**

The Kiski Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title

### **DISSEMINATION OF MATERIAL**

For the purpose of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:

1. on school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. at any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

Expression means verbal, written, technological or symbolic representation or communication. Non-school materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the District. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

### **Limitations on Student Expression**

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. violates federal, state, or local laws, school board policy, or district rules or procedures
2. is defamatory, obscene, lewd, vulgar, or profane
3. advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol, or illegal drugs
4. incites violence, advocates use of force, or threatens serious harm to the school or community
5. materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions
6. interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs
7. violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The limitations, prohibitions, and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. incites violence, advocates use of force, or otherwise threatens serious harm directed at students, staff or the school environment
2. materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions
3. interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs

### **Dissemination of Non-school Materials**

The Kiski Area School District requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression. The Kiski Area School District requires that students who wish to disseminate non-school materials on school property shall obtain approval by submitting them at least (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent. If the non-school materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval. If notice of disapproval is not given during the period between submission and the time for planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject

to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for cleaning any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves. Printed non-school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within (10) days of the posting or other reasonable time as stated in applicable procedures.

### **DISTANCE LEARNING**

The Kiski Area School District will offer an online distance learning option for all students. All families can request full in-person instruction **or** full online instruction. This requires a quarterly grading commitment for either option, and specific standards must be met to maintain 100% online instruction for the duration of the school year. Please refer to the Online Learning Contract for detailed information related to distance learning.

### **DRESS GUIDELINES**

Attire which is hazardous to health, safety, or that which is disruptive to the educational process, as determined by the principal, is considered improper for school. The following examples are considered **IMPROPER and ARE NOT PERMITTED**:

1. bandanas, head scarves, hats, hoods, sweatbands/headbands, and/or sunglasses.
2. Rips, holes, or tears in clothing must be below mid-thigh. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath.
3. Undergarments should be appropriately covered. All clothing must cover midriff, back, sides, and all undergarments at all times.
4. clothing/accessories with obscene/suggestive print or promotes tobacco, alcohol products, illegal substances (including drug paraphernalia) and/or statements of hate, prejudice, bigotry, or sexism including suggestive printing on clothing that can be interpreted with a double meaning.
5. All tops must cover the shoulders. Sleeveless shirts are permitted as long as the shirt fits close to the armpit and has a sewn seam (No spaghetti straps).
6. pajama bottoms and other types of sleepwear.
7. clothing/accessories utilizing spikes, studs, or chains.
8. heavy jackets or coats are not to be worn indoors; zip-ups/hooded sweatshirts are permitted as long as they do not cover the head.
9. footwear must be worn at all times.
10. All bags including purses, backpacks, and gym bags must be small enough to fit under the classroom desk/chair.

**Note:** Any person in question will be asked to adjust their dress accordingly. Students who do not cooperate with their teacher or who have continued violations of these guidelines should be referred to the office and may result in disciplinary action, which may include detention or in-school remediation.

### **DRUG POLICY**

On June 20, 1983, the Kiski Area Board of Education passed a strict drug policy for all students. Copies of the policy are located in all principal's offices. This policy will be reviewed yearly in all secondary Physical Education classes during the first month of school.

#### **Tobacco**

The state law states that it is unlawful to sell or give tobacco in any form to anyone under twenty-one years of age. Any student discovered using or carrying tobacco products, paraphernalia, or look-alike tobacco products on school property shall be referred to the principal's office where proper disciplinary measures will be administered. The carrying of cigarettes or any type of tobacco is strictly prohibited on school grounds at all times. In addition,

charges may be filed at the local magistrate's office in accordance with Act 145 of 1996 of the school code and local ordinances. Outlined below in detail is the Tobacco and Nicotine products policy for KAIS.

### **Student Possession and Use of Tobacco and Nicotine Products**

The Kiski Area School District recognizes that tobacco and e-cigarette (or vaping) products present a health and safety hazard that can have severe consequences for users, nonusers, and the school environment. Nicotine, the chemical found in tobacco products, is a highly addictive drug that causes changes in brain chemistry, leaving the brain craving more. This tobacco and nicotine policy aims to show KASD's commitment to the health and well-being of its students, teachers, administrators, and staff.

The Term **tobacco product INCLUDES** but is not limited to any of the following:

1. lit or unlit cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, hookah, snuff, snus
2. electronic device that delivers nicotine or another substance to a person inhaling from the device such as electronic nicotine delivery systems (ENDS), electronic cigarettes (e-cigarettes or e-cigs), or vaping devices (disposable or reusable)
3. equipment designed to charge vaping devices or other electronic cigarettes
4. product containing, made, or derived from either natural or synthetic tobacco or nicotine

The term **tobacco product DOES NOT INCLUDE** any the following:

1. product 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. ***Note:*** *This exception shall be governed by Board policy relating to Medications.*
2. device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. ***Note:*** *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

### **Prohibitions**

The Kiski Area School District prohibits the possession, use, purchase, or sale of tobacco and vaping products as defined above by or to students at any time in a school building, on school busses or other vehicles owned, leased, or operated by the District, on property owned, leased, or controlled by the District, or at school-sponsored activities that are held off school property.

## **Communication**

This Tobacco and Vaping Policy shall be posted in the school office and published on the KASD website and student handbooks. No Smoking and No Vaping signs shall be posted at school entrances, restrooms, and other locations where students, staff, and teachers gather.

## **Enforcement**

Nicotine dependence makes smoking and vaping cessation extremely difficult. Programs such as the American Lung Association's Intervention for Nicotine Dependence: Education, Prevention, Tobacco, and Health (INDEPTH) and Not-On-Tobacco (N-O-T) provide resources, education, and support for students struggling with nicotine addiction. Students found violating this Tobacco and Vaping Policy shall have the tobacco product or device defined above confiscated and disposed of by the school's School Resource Officer. This property shall be considered forfeit and not subject to be returned. Additionally, the student will be subject to the following consequences:

1. **First Offense** - (3) days in the RESET room and enrollment in the four-session INDEPTH program focused on tobacco use, nicotine dependence, establishing healthy alternatives, and changing to be free of all tobacco products.
2. **Second Offense** - (3) days in the RESET room enrollment in the Smokeless Saturday program; referral to District Magistrate.
3. **Third Offense** - (3) days in the RESET room, referral to the District Magistrate, and loss of privileges for (45) days, including hallway privileges, cell phone privileges, extra-curricular activities, and driving privileges (if applicable).

## **Students with Disabilities**

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 outlined in the memorandum of understanding with local law enforcement, and Board policies.

## **Reporting**

1. **Parental Reporting** - The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately or as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether 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.
2. **Office of Safe Schools Report** - The Superintendent shall annually, by July 31, report all incidents of possession, use, or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.
3. **Law Enforcement Incident Report** - The Superintendent or designee may report incidents of possession, use, or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored training to the school police, School Resource Officer (SRO) or the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures outlined in the memorandum of understanding with local law enforcement and Board policies.

## **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to, cell phones, smart watches, earbuds, tablets, cameras, gaming devices, and other personal devices capable of recording, communicating, accessing the Internet, or transmitting data.

### **General Expectation**

Personal electronic devices must be turned off and kept out of sight during the school day unless their use is specifically authorized by a teacher or other school personnel for an educational, medical, or other approved purpose.

Students are expected to manage their devices responsibly and comply with this expectation throughout the school day. A student may keep a device in a pocket, backpack, purse, locker, calculator pocket, or another approved location, provided the device remains turned off, out of sight, and does not interfere with the educational environment.

The District's approach is based upon student responsibility. **Students will first be trusted to meet the expectation. If a student demonstrates that they cannot or will not appropriately self-monitor their device use, the level of structure will increase.**

### **Increased Structure and Repeated Violations**

If a student uses or displays an electronic device during instructional time without authorization, the student will first be directed to put the device away.

If the behavior continues, or if a student demonstrates difficulty complying with the expectation, the teacher or administrator may require the device to be placed in a calculator pocket, designated classroom storage area, office, or another approved location for the remainder of the class period or school day.

Students are expected to comply with a staff member's direction regarding the storage or use of an electronic device. Repeated violations, deliberate misuse, or refusal to comply with a reasonable staff directive may result in disciplinary action consistent with the Code of Student Conduct.

The intent of this procedure is to provide students with reasonable opportunities to correct their behavior while protecting instructional time. Significant disciplinary consequences should generally be reserved for repeated violations, deliberate misuse, or noncompliance rather than isolated situations in which a device otherwise remains put away and does not disrupt instruction.

### **Communication and Emergency Situations**

The District recognizes that many families choose for students to carry personal electronic devices for communication and safety purposes. Students may possess these devices at school as long as they comply with the expectations outlined above.

During the school day, students who need to contact a parent or guardian should generally do so through the school office or with the permission of school personnel. In an emergency situation, students are expected to follow the directions of school personnel regarding the use of electronic devices so that school safety and emergency response procedures are not disrupted.

### **Prohibited Use**

The use of electronic devices in restrooms, locker rooms, health suites, changing areas, or any other location where an individual has a reasonable expectation of privacy is prohibited at all times.

### **EMERGENCY CLOSINGS**

If the schools will be closed due to emergency or inclement weather, or if there will be a delayed starting time, announcements will be made on the following radio and television stations in addition to the KA Website (<https://kiskiarea.com>): KDKA, 3WS, WPXI, WTAE. The district's phone alert system will be activated, so it is important that all students' phone numbers and emergency contacts are up-to-date in the Skyward Student Information System. Phone numbers can be updated by families in the Skyward system. Flexible Instructional Days will be determined by Kiski Area School District if an emergency closing is in place. Flexible Instructional Days (FID) will require students to complete work at home via their Chromebook or personal computer. District teachers will be available to instruct students using Google Classroom. **If schools are closed or students are excused early due to an emergency, all activities are canceled for that day or days.**

### **EMERGENCY DRILL INSTRUCTIONS**

For the safety of all concerned and by State Law, schools are required to have fire drills. These drills are practiced so that the building can be evacuated quickly. For their protection, teachers will instruct students how to leave their rooms safely as well as post evacuation maps in each room. The following are major precautions for students to observe:

1. Quickly proceed as instructed to the nearest exit.
2. Keep as quiet as possible for there may be additional instructions.
3. In case the exit is blocked, move to the nearest open exit.
4. Each class will line up in a safe distance from the building and roll call will be taken.
5. Return to the building when directed.

Emergency weather drills have been established and will be implemented during the school year. Students and staff will follow the evacuation directions posted in each of their classrooms.

### **ENGLISH LANGUAGE LEARNERS**

This information is important for all English language learners (students whose native language is not English) and their parents/guardians. Throughout the school year, very important information is sent home or provided to students in school. An example would be the parent/student handbook, which contains information, schedules, calendars, policies, etc., that are all critical to the student's successful participation in school. The English speaking parent or guardian should take the time to review this information with their child. If this is not possible due to the level of English proficiency, the District will provide translators or interpreters in the native language necessary. If this service is needed, please contact the building principal or school counselor.

### **ENTERING THE BUILDING**

Students may enter the building no earlier than 7:20 a.m. and report directly to the cafeteria for breakfast and then proceed to their 1st or 5th period class. Band students will go to the music room first to drop off their instruments, then proceed directly to their locker, and finally report to homerooms. All students participating in athletics should take their equipment to the Team Room. Students participating in athletics shall eat breakfast first, report to their assigned homeroom and then to the Team Room.

### **EXCEPTIONAL STUDENTS**

#### **(Including the Mentally Gifted)**

Kiski Area School District provides a free, appropriate, public education to gifted and other exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, intellectual disability, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted or special education programs and services. When screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Director of Student Support Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP). The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The District also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special program. Parents are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

### **FALSE ALARMS**

Any student caught pulling fire alarms or calling a false alarm to the school, 911, or another agency will receive a full suspension and be referred to the proper authorities to prosecute under Section 4905 of Criminal Code which consists of a person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.

### **GRADING POLICY**

When using a percentage, the following scale will be used:

**90-100: A    80-89: B    70-79: C    60-69: D    50-59: E**

Teachers will explain to students the percentage grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that students are aware, at any time during the grading period, where they stand. Students and parents/guardians are also encouraged to check Skyward Family Access for updated grades.

## **Report Cards**

Report cards will be posted on the Skyward Information System at the end of each 9 week period. A deficiency notice will be posted in Skyward whenever students' performance is equivalent to a "D" or "E" grade or drops two letter grades. This notice will be posted at the midpoint of each grading period.

An overall 60% average must be obtained to pass a subject with at least one passing grade earned in the second half of the year (3rd or 4th grading period only).

Students returning to school following an absence(s) must make up assignments with their teachers immediately. It is the students' responsibility to contact their teacher to arrange for make-ups. Students returning to school following an excused absence must make up missed work/tests immediately. For each day of absence, one day will be given to make up assignments (i.e. two days of absence equals two days to make up missed assignments). Failure to make up missed class work and/or tests will be recorded as a 0%. An incomplete during the final grading period must be completed by the last day of school or the grade in question becomes a failing mark. A long term illness is treated separately. Any unusual incomplete grade which affects passing or failing of the subject for the year shall be reviewed by the teacher and the administration.

## **Honor Roll**

All subjects will be computed to determine appropriate honors: 90%-100% High Honors; 80%-89% Honors.

Any 69% or lower or incomplete grades on the report card will disqualify a student from being on the Honor Roll.

## **Intentional Non-Learners**

It is the mission of the Kiski Area School District to ensure that every child is learning at the highest level possible. In the event that a student is identified as an Intentional Non-Learner (unwilling to put forth the necessary effort for growth), (s)he may be assigned working lunches and/or after-school study sessions at the discretion of the teacher(s). Parents/guardians will be notified when a student has been identified as an intentional non-learner; and if the behavior does not improve with the aforementioned interventions, parents/guardians will be required to attend a formal meeting with the classroom teacher, school counselor, and administrator(s).

## **Procedure for Promotion and Retention**

Students are promoted or retained based upon the recommendation of the academic team. The academic team will be made up of the students' present teachers, school counselor, and building administrators. The building principal will make the final decision after consultation with the Assistant to the Superintendent if necessary. Promotion or retention of students will be determined by the evaluation of pupils' progress using multiple criteria. Criteria may include, but not be limited to: classroom grades, with primary emphasis on math, English, science, social studies, reading, standardized test results, and local/state assessments. Parents/guardians will receive deficiency reports and be advised, in writing, in advance of possible retentions.

In cases where students are advanced upon the building principal's recommendation, appropriate remedial programs must be in place to assist the student in future success. Such a program should be in writing, attested by a principal's signature, and reviewed at a meeting attended by a minimum of one sending and one receiving teacher prior to the beginning of the school year, or within the first week of school.

In cases where students are retained, successful completion of an approved summer school program will result in re-evaluation for promotion by the building principal. Such successful completion of a summer school program may be part of a prerequisite plan for promotion. All final decisions will be based on developmental appropriateness for each student.

## **Criteria**

Students not successfully completing (10) credits/course units consisting of (2) course units each in math, science, social studies, and English language arts will be considered for retention.

## **SCHOOL COUNSELING SERVICES**

One of the main concerns of the counselor is to help each new pupil adjust to his or her school setting. Throughout the school years, students should view the counselor as a person interested in his or her academic, emotional, and social growth.

Students are encouraged to visit the school counseling office where the counselor is available to help with studying more effectively, recognizing strengths and weaknesses, determining schedule decisions, understanding self-awareness, getting along with others, and assisting with other problems which may arise. Pupils should feel free to discuss all matters of concern with the counselor.

There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians, and/or the principal.

## **HARASSMENT**

The Kiski Area School Board strives to provide and maintain a learning and working environment that is free from unlawful harassment. Neither student nor employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student, or an employee to harass another employee through conduct or communications of an unlawful nature as defined below.

The Board encourages students and employees who have been harassed to promptly report such incidents to the designated school employee. The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are verified.

The Board directs the administration to annually inform students, parents and employees that unlawful harassment will not be tolerated.

### **Definitions**

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational/working environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status, or an individual's continued employment.
2. Submission to or rejection of such conduct used as the basis for academic or employment decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive environment for the student or employee. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Publication in elementary and secondary handbooks
2. Presentation at secondary assemblies
3. Training sessions for employees
4. Posting of notices/signs
5. Distribution of written policy to all employees

The district shall provide training for students and staff concerning all aspects of unlawful harassment.

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

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

Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, or the school nurse.

All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor.

If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrator.

### **Guidelines**

When a student/employee believes that s/he is being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

### **Complaint Procedure for Students**

1. Students shall report complaints of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the students of their rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant's parents/guardians, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline for Students**

A substantiated charge against district students shall subject such students to disciplinary action consistent with the Student Code of Conduct and may include educational activities and/or counseling services related to unlawful harassment. When it is concluded that students have made false accusations, such students shall be subject to disciplinary action, consistent with the Student Code of Conduct.

### **Appeal Procedure for Students**

1. When the complainants or accused are not satisfied with the principal's decision, they may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may conduct a reasonable investigation and . (S)he shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parents/guardians, the accused, building principal and others directly involved, as appropriate.

## HEALTH SERVICES

### School Nurse

The primary objective of the school nurse is to provide services to promote and maintain the health of students. Therefore, the school health services are designed to:

1. Assess the health status of pupils
2. Counsel pupils, parents/guardians, and others concerning assessment findings
3. Assist in the identification and education of children with disabilities
4. Help prevent and/or control disease
5. Provide emergency services for injury or sudden illness
6. Plan services which will provide a healthful environment
7. Adjust individual school programs to meet the needs of children with health problems
8. Maintain comprehensive health records for all students

The health assessment or the process of determining the total health status of students is provided by medical and dental exams, health screenings, past and present medical history provided by parents/guardians, and teacher and nurse observations. The Pennsylvania State School Health Law requires physical exams be done on original entry into school, and in the 6th and 11th grades. It also requires dental exams to be done in grades K or 1st, 3rd, and 7th. The grades selected represent critical periods of growth and development in students' lives. **Completed dental/physical exams or documentation of a scheduled exam date is to be returned to the nurse by September 14th.** Parents/guardians are urged to have the exams done by the family physician and dentist as this provides for continuity in students' medical and dental care. The school district does not assume financial responsibility for exams performed by private physicians and dentists.

### Screenings

1. Students are weighed and measured annually in order to calculate the student's Basal Metabolic Index.
2. Vision is screened annually.
3. Hearing screenings are given to grades K, 1, 2, 3, 7, and 11. Students with a history of hearing loss are examined annually or as needed.
4. Scoliosis screenings are required in grades 6 and 7.

Parents/guardians are notified of any abnormal findings detected by the above exams/screenings by the nurse. **If your child is not to receive one of these exams/screenings, submit your opposition to the nurse in writing by September 12th.** In an attempt to secure corrections and improvement of health, the nurse will follow-up, encouraging parents/guardians to seek additional treatment as needed.

### First Aid and Illness

In the event that an illness should occur during the school day, students should report to the nurse's office. The nurse will arrange an early dismissal in the event of an illness. (Please see "Attendance Policies"/"Early Dismissal Regulations" for regulations regarding early dismissals.) If students need to contact parents regarding illness, a phone is available for their use in the nurse's office with the nurse's permission. Regulations regarding the use of cell phones or other electronic devices to contact parents during the school day will be followed, even in the event of an illness. (Please see "Electronic Devices"). When it is determined by the nurse that students are displaying signs of a communicable disease or infectious condition, students will be excluded from school. (Please note, students must be fever-free for 24 hours without the assistance of medicine before returning to school.)

### Medication in School

The following procedure will be followed when it becomes necessary for a student to take medication in school:

1. For both prescription and non-prescription medications, the parent/guardian will be required to present the prescribed medication in its original container, along with a written order from a physician. The label on any prescription medication should include the doctor's name, student's name, name and dose of the medication, and frequency and time the medication is to be administered. Nonprescription medication must be offered to the school nurse in the original container by the parent/guardian.
2. A completed [Medication Administration Consent form \(KASD 141a\)](#) must accompany all medications. A new form needs to be submitted each school year.
3. It will be the responsibility of the school nurse to communicate with the parent/guardian on an ongoing basis as needed if a student is medicated for an entire year.

4. The school nurse will secure all medications in a safe place and only offer the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school nurse.
5. At no time should a student be in possession of any medication. The school may take disciplinary action with the student and his/her parent/guardian regarding this matter.
6. All medications will be discarded at the end of the school year by the school nurse if not retrieved by the parent/guardian.
7. **Any violation of this Medication Policy could be sufficient cause for the student to be suspended from school.**

The nurse may provide immediate, proper emergency care to students when needed but is limited to first aid treatment only. The nurse may advise the necessity for medical attention. The nurse may not diagnose and may never administer medication of any sort except by the direct order of a physician. **Also, since the school is to provide minor first aid treatment only for injuries at school, all injuries occurring at home or away from school should not be treated in school.**

No student thought to have a communicable disease or infectious condition shall be permitted to attend school. In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness, or suspected communicable disease necessitates that a child leave school, the parents/guardians, or other responsible person will be notified. At this time, the family is responsible for student transportation. Parents/guardians are to recognize and assume this responsibility.

### **Head Lice**

**Kiski Area School District will use best practices in the management of head lice:**

1. A student who is found with an active head lice infestation and/or nits may remain in school and in class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
2. The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
3. To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
4. The student will be allowed to return to school after being treated and the student has no live lice found on inspection. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice form upon the student's return to school. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.
5. Any absence beyond one day, relative to head lice, will be regarded as an unexcused absence unless accompanied by a physician's excuse.

### **Emergency Information**

At the beginning of each school year, parents/guardians are to assume the responsibility of updating **emergency information on Skyward by the end of the first week of school**. This valuable information is necessary to provide early professional care and use of special treatment facilities, which may improve chances for survival and lessen severity.

Medical problems found as a result of any exams are recorded on students' health records. Teachers are notified regarding students who have conditions which might cause them to have difficulty in class. The school is vitally interested in the health status of every student. The constant objective is to maintain, protect, and when possible, improve the health of each individual student.

For more information regarding Health Services, please see the Nursing Website at [Kiski Area Nursing](#)

### **INTERNET POLICY**

[Click here to view the KASD Internet Policy](#)

### **LOCKER GUIDELINES**

A locker will be assigned to students by their homeroom teachers. Students are not permitted to change their locker

assignments. Students should keep in their lockers all sweaters, jackets, coats, books, and supplies. Money, jewelry, i- Pod's, laptops, cell phones, electronic equipment, and other valuable personal items should not be brought to school. Students who do, do so at their own risk. Locker inspection/clean-out may be held periodically. Students are responsible for keeping their lockers clean and orderly. The school is not responsible for losses which may occur; however, all losses should be reported to the school office promptly. Students are reminded that lockers and desks are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has the right to check lockers and desks at any time for any misuse. Students should not assume rights of privacy in regards to school lockers and desks.

### **LOST AND DESTROYED SCHOOL PROPERTY**

Charges for lost or destroyed books/school property are based on the original cost and age of the items; parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

### **LUNCH TIME REGULATIONS**

1. Secondary students will not be permitted to leave the school grounds at lunch time.
2. Students may purchase lunch in the school cafeteria or carry a lunch from home.
3. Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
4. Students will not push ahead of others in the lunch line. Teachers will send violators to the rear of the line.
5. Students are urged to pass through the serving area as rapidly as possible.
6. Students are to observe good table manners.
7. Students should leave tables clean for the next lunch period. They should take all trays and silverware to the proper areas and dispose of trash in the provided trash cans.
8. Food and drink are not permitted to leave the cafeteria.
9. Lunch period should be a time of relaxation. Students should use it properly and wisely.
10. Students will be permitted to select their cafeteria seats during the first week of school. Students will then be required to remain in their selected seat throughout the year. Lunch monitors may reassign student seats for behavior issues or safety concerns. Students in violation of cafeteria rules will be sent immediately to lunch detention by a cafeteria monitor.

### **PROFESSIONAL LEARNING LAB**

All students have the privilege of using the professional learning lab. Proper conduct is required in the professional learning lab at all times. All books and magazines borrowed from the professional learning lab must be charged to the students taking them out. Books may be borrowed for two weeks and renewed for another two weeks. Borrowers are responsible for all books charged to them. Overdue books will incur a (5) cent fine per day late.

### **MUSIC DEPARTMENT GUIDELINES**

Participation in music classes/activities requires students to have guidelines and rules to follow so they can realize their fullest potential. Failure on the part of the students to follow these guidelines and rules will be interpreted to mean that they no longer wish to pursue the musical activity in which they are participating. Following are guidelines, rules and other information relative to participation in the Kiski Area music program.

#### **Director's Prerogatives**

1. selection, placement, and performance of personnel
2. rehearsal times, dates, and procedures with consideration for school regulations and policies
3. establishing and enforcing all guidelines and rules related to his/her activity

### **Use of School-Owned Equipment**

The school district does not give away any equipment or supplies for permanent possession. Students must return all issued equipment. Lost, stolen or damaged equipment must be paid for by the students. Students may not keep or purchase any instrument, music, uniforms, robes, etc.

### **Student Responsibilities for Rotating Music Schedule**

1. Know the lesson day and period by consulting your schedule
2. Students are expected to make up all missed classwork promptly; students are responsible to get assignments and prepare for the following day.
3. If necessary, notify the classroom teacher a day or more before your absence.
4. If a test or review is scheduled during the lesson time, report to the regular class. Complete a lesson excuse, and present it to the director as soon as possible.
5. Maintain passing grades in order to participate in the lesson program. Students should never leave a class to attend a lesson unless they have at least a "C" grade in the class.
6. Consult the director to schedule make-up lessons during guided study skills, enrichment period, or a time mutually agreed upon by both parties.

### **Classroom Policies for Rotating Music Schedule**

1. Permit students to participate in this program without penalty for participation.
2. Permit students to make up work, just as though they had been legally absent from school the previous day.
3. Inform students as soon as possible about important tests/events that have been scheduled. In these instances, students must report to class instead of going to their lesson.

### **Music Director Responsibilities for Rotating Music Schedule**

1. Remind students of scheduled lessons.
2. Remind students of classroom make-up responsibilities and monitor students' classroom performance.
3. Check lesson attendance carefully.

### **Challenging Rules**

1. Challenging is consecutive from section to section.
2. Challenging is a "bump" within a section.
3. One week notice is given to both students and director and is required.
4. Time and place of the challenge is set by the director with agreement by both students.
5. A challenge between two students may occur once a week but no more than three times.
6. No challenging less than 30 days before a scheduled performance is permitted. The director reserves the right to deny challenges after a certain time in the year, especially if the end result means students will change ensembles or assigned parts.
7. All challenges will be performed in a "blind" or screened area and may include instructors that are unaffiliated with the students when possible.
8. Materials to be used in the challenge may include band music, etudes, scales, and sight reading.

## **PHILOSOPHY OF KISKI AREA SCHOOL DISTRICT**

The primary aim of education in the Kiski Area School District is the fullest possible development of the individual so that he/she may live effectively in a democratic society. The secondary purposes are to supervise and encourage high standards of growth according to the physical, mental, moral, social and economic efficiencies of the student in conjunction with the home, the community, and religious institutions.

We see education as a part of our human culture. As we work to raise the quality of academic accomplishment, we accept the idea of adjustments in our curricular offerings and teaching methods to meet the varied possibilities and needs of our students. In dealing with the complex problems of our social and physical world, we emphasize scientific inquiry, respect for all values, and ability to think clearly and communicate effectively. As a staff, we share the obligations of guidance services which help the student understand himself/herself and live with varied occupational pursuits; therefore, we provide general and specialized courses to provide for economic and educational success.

A close relationship between the school and the community should be maintained at all times so that students realize their civic and social duties, their economic demands, and their relationship to others. It is the purpose of our district to share with the community in the education of youth. The fullest development of the pupil depends upon continued growth of the student, the teacher, and the administration. This growth is fostered by proper preparation, continued education, and the use of those procedures which lead to the best teaching in the classroom.

It is the school district's role to provide a balanced curriculum with enough depth and breadth in each area to challenge every student commensurate with his/her interests and abilities. The success of the student in meeting the requirements of these areas should determine his/her advancement and promotion. The program is organized to provide activities for all who wish to participate with membership open to all qualified students. Each organization attempts to further develop in the students the three fundamentals of effective education: the furtherance of knowledge, the evaluation of ideals, and the establishment of acceptable habits of conduct.

It is the responsibility of the district to the community to provide continuing education, enrichment programs, and properly sponsored activities of youth. It is our belief that a program of general studies and special courses, coupled with good teaching, will yield both breadth and depth of knowledge and understanding. One of the greatest responsibilities in education today is to encourage curiosity and inquiry and to be mindful that imagination is as important as knowledge.

### **PRIVATE PROPERTY PROTECTION**

The trading, bartering, or selling of personal items between students is prohibited as a means of protecting children from loss of property and personal belongings. Students are encouraged to put a lock on their assigned locker. Students who do so must give a spare key/combination to their homeroom teacher. Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.

### **PUBLIC DISPLAYS OF AFFECTION**

This is a public school to be used and enjoyed by all the students enrolled here. One of the objectives of the administration of this school is to teach the students a type of behavior that is socially acceptable. Therefore, we ask that all students refrain from holding hands, hugging, kissing, fondling, etc., while on the Intermediate School property. This type of behavior is not acceptable, and it is embarrassing to your fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and members of our community. Students who violate this policy will be subject to a discipline under Section 6A-15 of the Kiski Area School District Discipline Policy.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a network of personnel, agencies, and programs designed to offer help to students at-risk of failing academically, socially, and/or in their personal interactions. A group of specially trained volunteers meet on a regular basis to discuss the needs of individual students and seek solutions. Students experiencing serious problems should approach one of these individuals for assistance. Strictest confidentiality is maintained unless, in the opinion of the professional, the student or others are in serious, immediate danger. The KAIS SAP Team consists of the following individuals:

Mr. Cardamone  
Mr. Cortazzo  
Ms. Claypool  
Ms. Taliani  
Mrs. Rupert  
Mrs. Shaffer  
Ms. Drobka

Mrs. Tritschler  
Mrs. Valenti  
Mr. Wilson  
Officer Stephens

## **HOMELESS INFORMATION (McKINNEY-VENTO ACT)**

### **Homeless Students**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless**—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

Students shall not be discriminated against, segregated, nor stigmatized based on their status as homeless. To the extent feasible and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Kiski Area School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

**What supports can school districts provide to homeless students?**—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

**Homeless Dispute Process**—If there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

**What if I think that I am eligible for services under McKinney Vento?**—Please contact the Homeless Liaison, Mr. Darren Kennedy at 724-842-0463.

### **Resources:**

Westmoreland County Housing Authority- 724-832-7248

Westmoreland Non-Profit Housing Corp. Eastmont Estates site- 724-838-0818

Westmoreland County Department of Public Assistance- 724-832-5200

PA CareerLink Employment Services- 724-755-2330

Westmoreland Community Action -Next Step Housing Program 724-834-1260

Referral Line- PA 211 Southwest- 1-800-222-8848

Westmoreland County Food Bank- 724-468-8660

Alle-Kiski HOPE Center- 888-299-4673 (<http://www.akhopecenter.org/>)

**The following numbers may be able to assist with first month's rent and/or security deposit:**

Westmoreland County Housing Authority- 724-832-7248

Catholic Charities- 724-837-1840

Salvation Army- 724-834-3335

## **CHILD FIND KISKI AREA SD**

### **Services for Pre-School Children**

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays, or physical or mental disabilities and their families are eligible for early intervention services, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an "eligible young child" could include:

- By the age of 3: not saying many words; not using 2- or 3-word phrases and sentences; not walking; awkward gait (walking); drooling; not answering "show" or "what" questions, or not using utensils to feed self.
- By the age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross, or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (e.g., pick up the paper and put it in the garbage);
- By the age of 5 (all of the above included): unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least six parts; immature speech patterns (me instead of I), not able to hop forward with one foot without support.
- Other warning signs at any age: little or no eye contact, over/under sensitivities to pain, light, and noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do something they used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).

Screening for preschool children is available through Intermediate Unit #7. Contact the Westmoreland Intermediate Unit at 1-800-327-9487 or the Kiski Area School District for additional information.

### **Services for School-Age Students with Disabilities**

KASD provides free, appropriate public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as outlined in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or the National Dissemination Center for Children with Disabilities (NICHY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the Director of Special Education and Student Services at 724-842-0452 or the School Psychologist, Mr. Scot Harvey, at 724-567-6706.

The District uses identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefits and student progress. Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education. These screening activities include a review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Elementary Student Assistant Program (ESAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the building principal or Director of Student Support Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The IEP Team determines the extent of special education services and the location for the delivery of such services based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's building principal or the Director of Special Education and Student Services at 724-842-0452.

### **Services for Mentally Gifted Students**

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16. It states that a mentally gifted student demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally giftedness must include a full assessment by a certified school psychologist.

We conduct a Gifted Multidisciplinary Evaluation (GMDE) once a student meets the screening requirements. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths, and educational needs. The Gifted Written Report (GWR) brings together the evaluation and reevaluation findings concerning the student's educational needs and strengths.

The GWR makes recommendations as to whether the student is gifted and needs specially designed instruction, which the GMDE Team considers in the development of the Gifted Individualized Education Plan (GIEP). After the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued.

Parents have the right to obtain an independent education evaluation to share with the District at their own expense. The District must consider the independent evaluation results in any decision made concerning the provision of a

gifted education.

Parents of mentally gifted students have the right to request a special education due process hearing or file a compliance complaint with the Pennsylvania Department of Education. Details concerning the procedures governing hearing requests may be found on the Office for Dispute Resolution website: <http://odr-pa.org>. For additional information, contact the Director of Special Education and Student Services at 724-842-0452.

### **Services for Students in Nonpublic Schools**

Parents of nonpublic school students who suspect their child has a disability and needs special education may request a multidisciplinary evaluation through a written request to the Director of Special Education and Student Services at 724-842-0452.

To receive special education services and programs, a student must (1) qualify through the twopronged evaluation concerning the existence of exceptionality and a consequent need for specially designed instruction and (2) be enrolled in the school district. Suppose a student in a nonpublic school qualifies for special education services, and the parent does not wish to enroll them in the district full-time through dual enrollment. In that case, the student can access these services during the scheduled times when the services are available in the district. However, transportation to and from those services is the parent's responsibility.

### **Services for Protected Handicapped Students**

In compliance with state and federal law, KASD will provide protected disabled students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. We provide these related services or accommodations without discrimination or cost to the student or family. To qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and safeguards for protected disabled students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected disabled students fall under Pennsylvania Chapter 15 of Title 22 of the State Board of Education Regulations, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. Contact the child's building principal for further information about the evaluation procedures and provisions of services to protect disabled students.

## **STUDENT SERVICES**

### **Confidentiality of Student Records**

KASD protects the confidentiality of personally identifiable information for all students following state and federal law and the District's student records policy.

### **Student Records**

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged, so a policy regarding the collection, maintenance, and dissemination of records has been adopted by the KASD School Board. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

You have the right to inspect your child's records within forty-five days of the date of a written request. You may make a written request for copies of your child's records at a fee not to exceed duplicating costs. Submit requests for review, inspection, or duplication to the staff person responsible for the records. (Refer to 'Location of Records' below.) If you believe any information in the records is inaccurate, misleading, or violating privacy, you may request a change in records or have a hearing if the request is refused.

## **Release of Information**

We do not release your child's records without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won, offices held, recognition for achievements, post-high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty days of the receipt of this notice. Please address such requests to the building principal.

## **Additional Exceptions**

We may move your child's records to another school or school system where you plan to enroll your child, or your child is already enrolled. You must notify the responsible staff person at KASD, or if the enrolling school system submits a written notification of enrollment and the disclosure of the information requested is for purposes related to the student's enrollment or transfer. The following is a list of examples:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

## **Maintenance of Records**

Records will be maintained on a child until they are no longer necessary. We retain Special Education Records for six years. We keep Permanent Records for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and nonacademic awards. Parents have certain rights concerning their child's records that are transferred to a student when they reach the age of 18 or attend an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

If you wish to review the policy regarding records for eligible and non-eligible students, the Director of Student Support Services may be contacted. Should you feel that the District is not providing the rights guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam-related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment. Location of Records
- Directory Information - Principal's Office
- Cumulative or Permanent Records - Principal's or School Counselor's Office
- Discipline Records - Principal's Office
- Principal's File - Principal's Office
- Health Records - Nurse's Office
- Annual Attendance Records - District Office
- Psychological Reports/Special Education Files - Director of Special Education and Student Services Office

### **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If someone does not understand this notice, they should contact the building principal or Director of Special Education and Student Services at 724-842-0452. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication). If this service is needed, please contact your child's principal or guidance counselor at the school or the Director of Special Education and Student Services at 724-842-0452.

### **SCHEDULING FOR 8th GRADE**

All eighth grade students are required to take the following subjects: English Language Arts, Social Studies, Math, Science, Physical Education and Health. Spanish I and Chinese I will be offered as electives to eighth grade students; however, due to section and class size limitations, academic achievement will be considered when scheduling students for these courses.

### **SCHOOL PICTURES**

Student pictures are taken each year and may be purchased by the parents if they so desire. These pictures are also used for the student yearbook and the cafeteria point of sale system.

### **TECHNOLOGY**

#### **KAIS 1:1 Initiative**

(Update expected 8.24.23)

#### **Use of Technology**

The Kiski Area School District purchases equipment and materials for the legitimate use of students and staff. Legitimate use implies any use that contributes to approved educational goals of our students.

#### **Software/Programs**

Copyright and licensing is a special problem in the use of prepared programs. It is specific Kiski Area School

District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district owned computers.

### **Internet Usage**

The Kiski Area School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The District has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof. A stringent policy for Internet access, including disciplinary regulations governing abuse of these privileges, is being enforced.

All students will have supervised access to electronic resources, which may include the Internet, unless parents request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

### **Abuse of Technology**

Due to the expense and complexity of technology, special consideration must be given to intentional abuse. Damage to equipment includes sabotage of network and/or computer software. The section, Defacing, Injuring or Destroying School Property as found in the Student Handbook shall apply. In addition, students will be held liable for the full cost of repairs. Failure to pay for repairs will be handled as specified in the "Care of Building" section of the Student Handbook. Students may also lose access privileges.

Students found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which students are using the facility and/or not in keeping with the access policy for that facility. As a result of the first violation, students will lose access for the remainder of the school year. A second violation will result in permanent loss of access. Students should be aware of the consequences loss of access can have on the grade for the project.

### **Student Data Privacy & Use of Digital Learning Resources**

The Kiski Area School District is committed to protecting the privacy, security, and accessibility of student information. To support teaching and learning, the District utilizes a variety of digital applications, websites, and online services that have been reviewed and approved for instructional use. Before any application is approved, it is evaluated for educational value, student data privacy, information security, accessibility, and compliance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). Only applications that meet the District's standards may be used with students.

As part of participation in the District's educational program, students may be provided accounts in District-approved applications and online services. To enable these services, the District may share the minimum student information necessary, such as a student's name, district email address, grade level, school, or class assignment. By enrolling in and attending Kiski Area School District, parents/guardians acknowledge and consent to the student's use of District-approved educational technology resources and the limited sharing of student information necessary to provide these educational services. A current list of approved applications and additional information regarding the District's data privacy practices is available on the District website.

### **TESTING PROGRAM**

In accordance with the recommendations of the Superintendent of Schools and the approval of the Board of Education a district-wide testing program has been designed to provide information concerning proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the

entire educational program.

When there is an apparent need for special individual testing, a test is administered by a certified public school psychologist. Counselors usually make the referrals to the psychologist, but a parental request may initiate screening procedures.

The following list includes tests which may be given to your child during his/her secondary school years:

| <b>Grade</b> | <b>Test</b>                  | <b>Purpose</b>                   |
|--------------|------------------------------|----------------------------------|
| 7-8          | PSSA Reading & Math          | Achievement Assessment           |
| 8            | PSSA Science                 | Achievement Assessment           |
| 7-8          | Keystone Exams               | Algebra I Achievement Assessment |
| 7-8          | STAR                         | ELA, Science, and Math Progress  |
| 7-8          | Presidential Fitness Testing | Physical Fitness Test            |

### **WITHDRAWING FROM A CLASS**

Due to state and federal requirements, students may not be withdrawn from classes once the school year begins. If it is felt that there are extenuating circumstances that would dictate students' withdrawal or class change, notify the building principal in writing. Requests are reviewed on case-by-case basis. All requests are at the principal's discretion and decisions are final.

### **FLOOR PLAN**

[KAIS Floor Plan](#)

### **SCHOOL CALENDAR 2025-2026**

[Link to 2025-2026 PDF](#)

## DISTRICT DIRECTORY



### BOARD OF DIRECTORS

|                     |                     |                                 |
|---------------------|---------------------|---------------------------------|
| Cheri Croney        | Nicole M. Kamer     | Dr. Christina Mease             |
| Dr. Amy Halter      | Melissa Kowalkowski | Dawn Mellinger (Vice President) |
| Stephanie Jankowski | Steven Litz         | Jenna Rowe (President)          |

Secretary of the Board: Richard Liberto

Treasurer: First National Bank

Solicitor: Ronald Repak

### District Administrators

|                                                                      |                        |              |
|----------------------------------------------------------------------|------------------------|--------------|
| Superintendent of Schools.....                                       | Dr. Jason Lohr         | 724-842-0454 |
| Assistant to the Superintendent for K-12 Education and School Safety | Dr. Chad Roland        | 724-842-0453 |
| Assistant to the Superintendent for Finance and Operations.....      | Mr. Richard Liberto    | 724-842-0451 |
| Athletic Director.....                                               | Mr. Jake Nulph         | 724-842-0437 |
| Director of Special Education and Student Services .....             | Mr. Darren Kennedy     | 724-845-0452 |
| Director of Curriculum and Instruction/Federal Programs...           | Dr. Emily Mather       | 724-845-2022 |
| Director of Curriculum 7-12.....                                     | Dr. Brian Swartzlander | 724-845-2022 |
| Director of Information Technology.....                              | Mr. Eric S. Vaughn     | 724-842-0402 |
| Director of Transportation.....                                      | Mrs. Joy Spagnola      | 724-845-2022 |

### High School Principals

|                          |                   |              |
|--------------------------|-------------------|--------------|
| Principal.....           | Mr. Matt Smith    | 724-845-8181 |
| Assistant Principal..... | Dr. Alicia Szarek | 724-845-8181 |
| Assistant Principal..... | Mr. Braden Hoffer | 724-845-8181 |

### Intermediate School Principals

|                          |                       |              |
|--------------------------|-----------------------|--------------|
| Principal.....           | Mr. Michael Cardamone | 724-845-2219 |
| Assistant Principal..... | Mr. John Cortazzo     | 724-845-2219 |

### Elementary Principals

|                                           |                      |               |
|-------------------------------------------|----------------------|---------------|
| Upper Elementary Principal.....           | Mrs. Maggie Nicholas | 724-727-34211 |
| Upper Elementary Assistant Principal..... | Mr. Ryan Quinton     | 724-727-3421  |
| Kiski Area North Primary.....             | Dr. Chad Roland      | 724-845-2032  |
| Kiski Area South Primary.....             | Dr. Brian Kutchak    | 724-327-4057  |
| Kiski Area East Primary.....              | Mr. Dan Smith        | 724-567-6706  |

### Supervisors

|                            |                    |              |
|----------------------------|--------------------|--------------|
| Maintenance.....           | Mr. RJ Rutter      | 724-568-3418 |
| Food Service Director..... | Mrs. Jaclyn Walker | 724-842-0466 |

## **MISSION, VISION, AND VALUES**

### **KISKI AREA MISSION**

The Kiski Area School District empowers all students to be productive citizens by providing meaningful educational experiences.

### **KISKI AREA VISION**

The Kiski Area School District will be a premier school district that inspires students to perform at their highest level.

### **KISKI AREA DISTRICT VALUE STATEMENTS**

#### **In Kiski Area School District we believe that...**

Kiski Area School District honors the uniqueness of each individual and embraces diverse backgrounds, values, and points of view to build a strong, inclusive community.

All students must be resilient, lifelong learners who pursue their passions in all opportunities.

All students become productive citizens and reach their full potential.

All students deserve a quality public education that supports academic and social and emotional well-being.

Positive and authentic relationships with students, colleagues, and the community are a priority.

All staff members will provide a seamless vertical and horizontal curriculum that provides endurance, leverage, and readiness for the next level.

Staff will create positive and authentic relationships by respectfully setting high expectations that promote student growth.

The administration will be the lead learners for all stakeholders.

Administrators build leadership capacity by communicating our vision in positive school culture.

The administration will be visible leaders that build positive relationships through communication and collaboration.



### **KISKI AREA ALMA MATER**

Hail to thee, O Kiski High;  
We pledge allegiance true.  
May our colors be remembered,  
Gold, the white & navy blue.  
As the students of this high school,  
We will always sing thy praise.  
Loud and clearly hear our voices  
Telling of our high school days.  
As the graduating class we promise to uphold  
All the standards and ideals,  
That we'll never let grow old.  
Time has come for us to leave now,  
Loving sadness fills our hearts.  
Slowly now we turn away,  
Sad, but proudly we depart.  
Thru thy friendly halls we pass,  
Thinking not of what's to be.  
Knowing not in years to follow,  
Many thoughts will turn to thee.  
In thy buildings memories linger,  
Happy thoughts of days gone by,  
Days we'd like to live all over,  
Days at dear old Kiski High.

### **CAVALIER SONG**

Cavaliers so royal, noble sons and loyal  
Fight, fight, fight for Kiski High!  
Men so bold and daring, none to your comparing,  
Fight, fight, fight for Kiski High!  
As in days of yore we fought each duel  
Fight once more, bring honor to our school.  
Other teams must fear you  
And we all will cheer you  
Fight, fight, fight for Kiski High!

### **HAIL TO THE VARSITY**

Hail to the varsity  
Cheer them along their way  
Onward to victory  
May we win again today.  
Let's give a cheer for the varsity  
Long may they live supreme.  
Hail to the varsity  
And the glory of our team.

# STUDENT HANDBOOK

## Kiski Area High School

**2026-2027**

### FOREWORD

Dear Student and Parent/Guardian,

We wish to take this opportunity to welcome you to Kiski Area High School. This handbook has been designed to help you understand the policies and procedures at your school. Please read it carefully and do not hesitate to contact us with questions. We look forward to helping you have a safe and enjoyable school year.

Sincerely,

Mr. Matthew Smith  
Principal

Dr. Alicia Szarek  
Assistant Principal

Mr. Braden Hoffer  
Assistant Principal

### NOTICE OF GENERAL INFORMATION

Section 1317 - Pennsylvania School Code states Authority of Teachers, Vice Principals, and Principals over Pupils. Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required to go to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)

**What would it look like in our schools if  
we really meant it when we said our  
fundamental purpose is to ensure all  
students learn at the highest levels they  
ever have?**

**What would people see us doing?**

**WE BELIEVE.....**

Learning has no boundaries:  
Every child.  
Every classroom.  
Everyday.

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## ASSEMBLIES

Through a variety of assemblies, Kiski Area presents to the student body cultural and educational experiences. Each student's responsibility is to act appropriately given the school setting. Remember, our conduct at assemblies is observed by any visitors who are present, and our actions determine their opinion of our student body. All students are expected to be seated quickly at the assembly and be quiet when the presenter begins the presentation. All school rules for behavior are strictly enforced at assemblies. Any misbehavior resulting in a student's removal from the assembly may result in additional school disciplinary action.

## ATHLETIC GUIDELINES

### Athletic Eligibility Rules

Eligibility is in accordance with the by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) and the policies of the Kiski Area Board of Education:

1. **Age** - maximum 15 years if the birthday is on or after July 1<sup>st</sup>.
2. **Amateur Status**- must maintain an amateur status; cannot play on a professional team or on a team which includes professionals. Cannot receive cash or awards equivalent to cash for performance, ability, participation, or services. Cannot sell or pawn athletic achievement awards.
3. **Attendance** - must be enrolled and in full-time attendance. If absent 20 or more days a semester, a pupil shall be ineligible to participate until in attendance for a total of 60 school days following the 20th day of absence.
4. **Parental Consent**- must have consent of parent or guardian before eligible to practice in an athletic contest.
5. **Physical Examination**- must be examined before each sport season by a licensed physician of medicine or osteopathic medicine before eligible to practice or participate in any interscholastic contest.
6. **Period of Participation**
  - a. Maximum of twelve semesters beyond 6th grade
  - b. Maximum of four seasons beyond 8th grade
7. **Representation** - cannot participate in an athletic contest as an individual and as a member of a team in the same sport during the same season unless waiver is approved by the principal in writing and filed.

### PIAA Academic and Curricular Requirements

You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

In addition to PIAA standards, the following Kiski Area Standards must be met for weekly eligibility:

1. Students failing two courses will be academically ineligible to participate in any Kiski Area school event or associated event.
2. If a student is failing any course, that student/athlete will be placed on academic eligibility probation.
3. If a student fails to fulfill the obligations of the academic eligibility probation, they will be ineligible until these obligations are met.

In addition to PIAA standards, the following Kiski Area Standards must be met for **nine-week eligibility**:

1. PPA: a student must maintain a cumulative PPA of 69.5% or better at the end of each nine-week period to remain eligible. If any student/athlete fails to meet this standard, he/she will be ineligible to participate in an event for 15 school days.
2. The Final PPA for the school year determines the eligibility status for the first 15 days of the succeeding year.

In addition to PIAA standards, the following **Kiski Area Standards** must be met for nine-week/semester eligibility:

1. Any student/athlete that fails any part of a nine-week grading period due to the Kiski Area School District attendance policy shall be ineligible for the following nine-week period. Any student/athlete that fails any part of a semester because of the attendance policy shall be ineligible for the following semester.

Student-athletes whose work does not meet the standards listed above, who acquire credit recovery and meet the minimum 69.5% cumulative PPA shall be eligible. **Credit recovery will not impact PPA: it will only recover the necessary credits for eligibility.**

- **School event-** is all PIAA athletic events
- **Associated event-** is any event, activity, or appearance that requires any of the following: administrative approval, district transportation, or Kiski Area staff supervision. This includes but is not limited to field trips, drama productions, concerts and/or performances (if not graded events), and any other event requiring students to miss classes.

### **Study Table Requirements and Academic Eligibility Probation Requirements**

An ineligible student must complete the following prior to regaining eligibility:

- Students who failed to meet the weekly eligibility requirements must attend two one-hour mandatory study table sessions. These sessions will be held on Tuesday/Thursday during Lunch & Learn in a designated classroom.
- Students must also meet the PIAA and Kiski Area Weekly Eligibility Requirements to regain eligibility.

A student who is on Academic Eligibility Probation must complete the following:

- ★ Email the teacher of the course they are failing by Wednesday at 4:00pm, requesting information on what needs to be completed in class.
- ★ CC: their Coach and the Athletic Director on the email
- Any student athlete on probation for two (2) consecutive weeks must:
  - ★ Attend two (2) - one hour study table sessions to be held on Tues/Thurs, during Lunch & Learn in a designated classroom (if no tutoring hours are offered)
  - ★ If failing gym class, the athlete must attend a make-up gym class.

Any student on Probation who fails to complete the required eligibility requirements will be assigned a detention after school and continue to be on Academic Eligibility Probation for the following week.

### **Suspension & Extra-curricular Activities**

Any student assigned a temporary or full suspension may have his/her membership in school organizations terminated for the school year. Please check the bylaws of any school-sponsored activities in which you participate. **No student is permitted to participate in extracurricular activities the entire duration of their suspension!**

### **Registration and Application Procedures for Athletics**

1. All student-athletes planning to participate in a sport during the upcoming school year must complete their registration online through FamilyID/Arbiter Sports.
2. Physical examination dates will be assigned to students who a personal physician did not examine. Students will have to get a physical examination from a family physician if they fail to report on the day of the scheduled physical examination.
3. Students will not be permitted to attend any team meeting, practice, or session until all forms have been properly completed by the student, parent, and physician and approved by the Athletic Director or his appointed coach representative.

Link to Arbiter Sports: <https://students.arbitersports.com/organizations/kiski-area-high-school>

### **Physical Education Guidelines**

To develop a clearer understanding of the requirements for Physical Education, the following outline of rules and regulations is being presented for you to read and retain.

#### **Uniform**

Students must follow guidelines for dress as outlined by the Physical Education teachers during the first days of class. Proper attire is required, including clothing and shoes, to ensure student safety and to maintain facilities. All students must change in the designated locker rooms. Not wearing the proper attire for a class will result in lowering physical education grades and/or not being able to participate fully in class.

#### **Class Procedure**

1. Be in the locker room when a late bell rings.
2. Students are responsible for securing their valuables during class. Students are permitted to use lockers during their class period, and combination locks should be utilized. Students may purchase a lock at the student store or supply their own.
3. Report for roll call 5 min. after the late bell rings.
4. Conduct yourself with proper discipline and respect during roll call and all class activities. Participation will be included in your grade.
5. Report to the locker room when excused from class change at this time.
6. Leaving an assigned area before the dismissal bell will result in a discipline referral.
7. Cutting a class will result in a discipline referral.

#### **Make-ups and Medicals**

1. Absences from class will result in daily points being deducted. Absences from class may be made up and the deducted points replaced.
2. All students, even those with short-term medical excuses, must dress for class.
3. Medicals, both short and long-term, will be dealt with on an individual basis.
4. Long-term medicals will be assigned to an adaptive assignment or activity, and the expectations for that period will be explained, i.e., due dates for written assignments, required dress, areas to report to, etc.
5. Students needing to be assigned to adaptive physical education must:
  - a. Check with the physical education teacher for adaptive guidelines.
  - b. A doctor's excuse must be submitted at the beginning of the medical, specifying the reason and length of time the student is to be excused from physical education. No medical excuse shall be retroactive.
  - c. The adaptive program is a written program, and the folders must be completed daily for each regular or pool class missed.
6. Pool or regular physical education classes intentionally missed (refusal to dress with no written excuse) must be made up within that nine-week period.
7. School Activity - A student shall be excused from regular physical education class to participate in a school activity, which is being held at the same time the class is scheduled. The class does not have to be made up, but any skill or written tests missed must be made up in class.

#### **Lockers and Valuables**

Lockers in the gymnasium locker and shower areas are not made to provide security for valuables. Students are urged not to have valuables in school. However, if valuables are brought to school, students are to leave all valuables with their physical education teacher. The teacher will hold the valuables until the student reclaims them. Remember: leave all valuables with the teacher. The school will not be responsible for the loss of personal valuables. **Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.**

#### **Weight Room Usage**

Because of the risk of severe injury associated with lifting weights, only those being supervised by their sport-specific coach or physical education teacher will be permitted to use the weight room. All others will be required to leave the facility. Individuals using the weight room must be properly dressed. Shirts, shorts, and shoes must be worn at all times. All equipment must be returned to its proper storage facility when finished. Equipment must be wiped clean with disinfectant when finished. Disinfectants will be available in the weight room.

## ATTENDANCE PROCEDURES AND GUIDELINES

### Attendance

Compulsory student attendance is a requirement of the Pennsylvania School Code 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the district. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. **We believe there is a strong correlation between regular classroom attendance and academic achievement.** The district cannot educate students or provide them with support and assistance when they are absent from school. Therefore, in accordance with the laws of the state, Kiski Area School District requires regular attendance each day that school is in session for all school age children (six to eighteen or graduation, whichever occurs sooner) of the Kiski Area School District. Regular attendance is defined as attending school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study and alternative education programs are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when there is satisfactory evidence of such mental, physical, or other urgent conditions which may cause the student's absence. Such absences may be investigated. The Assistant to the Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

### Truancy

Being absent from a class or classes without permission or authorization. Being absent from the building during some or all the school day without permission from an authorized school official.

### School Day

All students absent for two or more class periods shall be considered absent from school for the day. All students absent from classes for legal reasons, including suspensions, must make up all work and tests missed. It is the responsibility of the student to see their teachers to obtain the work and to obtain help, if needed, to make up the work. Absent students should utilize Google classroom to review assignment materials from each class.

Students will be given the equivalency of the number of days missed to complete make-up work. Students who will be absent for a **minimum** of three consecutive school days may request homework from the counseling center. A request for homework for students who will be absent 3 or more days should be made as soon as possible (preferably on the first day) during the expected period of absence. Parents requesting homework should call the counseling center. The requested homework will be available to be picked up in the counseling center after 2:00 P.M. on the day following the phoned parental request.

No make-up work will be permitted for any class work missed during an absence marked unexcused or unlawful. There will be no make-up of any tests missed during an absence marked unexcused or unlawful.

### Excused Absence

A student's excused absence may be for reasons that include but not be limited to the following:

1. Death in immediate family
2. Educational trips pre-approved by the administration
3. Field trips, special programs, athletic and activity events pre-approved by the administration
4. Illness
5. Impassable roads when certified by the district
6. Out-of-school suspension
7. Pre-arranged medical, dental, clinic or hospital appointment
8. Quarantine
9. Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
10. Religious instruction
11. Short-term family emergency
12. Special circumstances or requests prearranged and approved in advance by the principal.

When a student returns to school following an absence, they may request an excuse blank from their 1st/5th period teacher or print it from the school district website. The form is to be completed and returned within three school days. It should

include the date(s) of absence, the reason for the absence and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence. The parent/guardian may also submit an absence request via Skyward under the attendance tab. This may be utilized for any parent excused absences. All official documentation, including medical excuses, must be submitted directly to the Attendance Office.

Students who have been absent (excused or unexcused) ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or unexcused.

If students are absent from school the entire day, they are not permitted to participate in or attend an after-school activity that day. To participate in an after-school activity, students must be in attendance for a minimum of one-half day.

### **Unexcused/Unlawful/Illegal Absences**

Unexcused or unlawful absence is the absence of a student for any of the following reasons in addition to reasons not defined in this list:

1. Car problems/missing the bus
2. Childcare
3. Illegal employment/work
4. Leaving school without office permission
5. Oversleeping
6. Shopping
7. Truancy
8. Unapproved trips

The principal or his/her designee shall make the decision declaring an absence as unexcused or unlawful based upon information received from all available resources. The principal or designee shall record the unlawful absence on the student's attendance record and notify the parent/guardian. When students receive one unexcused absence, the principal or designee will contact the parent/guardian informing them of the absence. This contact may be made electronically or via mail. In excessive cases, certified mail is utilized. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person will be included.

For each additional unexcused/unlawful absence, the parent/guardian will receive a second notice of unlawful absence from the principal. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person will be included.

When a student receives a third unexcused/unlawful absence, the parent/guardian will receive a third notice of unlawful absence by mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice. After the third unexcused/unlawful absence, a TEP (Truancy Elimination Plan) meeting will be held with all stakeholders of the child's education. This meeting is designed to correct the attendance issue without taking legal action. Any further absences of an unlawful nature will be directed to the magistrate who will investigate and direct them to the proper service/agency.

### **Excessive Absences**

Excessive absences can jeopardize a student's chances of passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent/guardian of a school-aged child for that child's school attendance. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when absenteeism is excessive. A doctor's excuse will be required when a student has:

1. Missed a total of ten school days in the year (excused or unexcused)
2. Accumulated three unexcused absences

If a student fails to present a medical excuse for any further absences, a “Notice of Unlawful Absence” will be sent to the Parent/guardian of that student. Any further illegal absences after the parent/guardian has received a “Notice of Unlawful Absence” will necessitate a citation being filed at the District Magistrate as provided for in the Pennsylvania School Code Section 1332-1333.

Students may also be assigned after-school detention after accumulating ten days of excused or unexcused/unlawful absences. Additional excused or unexcused/unlawful absences may cause the assignment of additional detention or suspension.

### **Tardiness to School**

Any student who arrives after the beginning time for period 1 and/or 5 is required to present a parental excuse or an official excuse from a doctor, dentist, or agency to be coded as excused. The student must present this information to the attendance office upon arrival. If students arrive after 7:40 A.M., they must report directly to the attendance office to receive a class admission slip. They may then report to class.

Students are permitted **five (5) parental tardies** for the year. Students who have been tardy five times will be required to have a doctor’s excuse for every tardy after that to be considered excused. A letter will be mailed home notifying the parents/guardians when a student has reached their limit for parental tardies.

After the fourth unexcused tardy, a detention will be administered. Additional tardies will constitute further detention or in-school suspension.

**5-6** 1 Detention

**7-8** 2 Detentions

**9-10** 3 Detentions

### **Tardiness During the School Day**

Not being in one's assigned location by the time the tardy bell has rung.

### **Early Dismissal**

Students must report to the office to secure permission to leave the building early. Written permission from home must accompany each request. A call from the office may be made to verify this request. The individual picking up the student must be listed on the student’s emergency card and will be required to enter the building, report to the front window, and scan proper identification to remove the student from school.

Students returning from the early dismissal must present printed documentation of attendance including time of appointment immediately upon return to school. Students who leave school without official documentation will be considered unexcused and subject to disciplinary action. In case illness develops during the day, the school nurse will contact the parent/guardian to discuss a recommended plan of action, which may include an early dismissal.

If possible, doctor and dentist appointments should be made on Saturday, school holidays, or after 3:00 P.M. If a doctor or dentist appointment is made, which requires an early dismissal, **official documentation must be presented including the doctor’s name, telephone number, and time of appointment must be on the early dismissal request.** It is the student’s responsibility to take his/her dismissal slip and have it initialed by the dismissing teacher for those classes missed before the student exits the building.

Any student who misses two or more periods for an early dismissal will be considered one-half day absent.

### **Vacations During School Term**

Students who go on vacation during the school term are technically unlawfully absent unless the Superintendent has given prior approval. Compulsory School Attendance Laws and No Child Left Behind legislation discourage the approval of vacations during the school year. Requests should be submitted to the building principal ten school days prior to the trip. An “Attendance Notice-First Offense” will be sent if pre-approval has not been granted. Students will be permitted to make up work during this first vacation. All other leaves will not be granted this same permission. If no other unlawful absences occur during the school term, the district will not take legal action.

### **College Visitations**

During the school year, seniors are permitted up to two (2) college visitations. Juniors are permitted one (1) visit. Upon returning to school, the student must provide printed documentation from the college/university attended. Failure to return with the necessary documentation may result in an unexcused absence.

### **Perfect Attendance**

Perfect attendance means a student must be in school more than 1/2 a day, every day of the school year. Early dismissal that extends beyond a 1/2 day of school will not constitute perfect attendance for every nine weeks.

### **Attendance/Grading Requirements**

Students who experience excessive absence during a nine-week grading period may fail individual courses or all courses scheduled during that grading period. Excessive absences during the second semester of the academic year may constitute failure of that semester, subsequently; the student may fail individual course(s) or the entire school year.

Throughout the year, teachers maintain accurate daily attendance records and shall submit them to the office at the end of each nine-week grading period. Administrators, teachers, school counselors and school nurses are all involved in monitoring student attendance and communicating the impact of attendance on grades. When a student is in danger of failing courses due to a lack of attendance a parent conference will be scheduled to discuss the student's attendance with families, teachers, counselors, and/or administrators.

Absences that will not be counted under this policy will include:

1. Absence due to illness verified by a physician's written excuse
2. Absence due to attendance at a pre-approved funeral
3. Absence due to a court appearance verified in writing by an appropriate court document
4. Absences pre-approved by the principal or his/her designee
5. Absences due to out-of-school suspension
6. Class absences due to in-school remediation

For these absences, students should communicate with the school the reason for absence and communicate via email or Google Classrooms with their teachers. Parents/guardians may access a student's attendance record via our Skyward student management system.

## **BULLYING/CYBERBULLYING**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Bullying/Cyberbullying**

Means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**"School Setting"** means in the school, on the school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or his/her designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur because of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

The Superintendent or his/her designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report

1. Board's Bullying Policy.
2. Report on bullying incidents.
3. Information on the development and implementation of bullying prevention, intervention, or education programs.

The Student Handbook, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

### **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

### **Consequences**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Handbook, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom, or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **CHEATING**

Any student caught cheating will receive a 0% on that specific graded assignment. Any student caught cheating the second time in the same subject will automatically fail the subject for the year. Plagiarism is considered a form of cheating. The dictionary meaning of *plagiarism* is the following: "To steal and pass off as one's own (the ideas and words of another)" (Page 1728 of Webster's 3rd New International Dictionary). The legal definition of plagiarism, according to the copyright laws of the United States, may be the use of as few as five consecutive words in a work that is presented as original.

## **CHILD FIND STATEMENT FOR KISKI AREA** **ANNUAL NOTICE TO PARENTS**

### **Services for Pre-School Children**

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays, or physical or mental disabilities and their families are eligible for early intervention services, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an "eligible young child" could include:

- By the age of 3: not saying many words; not using 2- or 3-word phrases and sentences; not walking; awkward gait (walking); drooling; not answering "show" or "what" questions, or not using utensils to feed self.

- By the age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross, or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (e.g., pick up the paper and put it in the garbage);
- By the age of 5 (all of the above included): unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least six parts; immature speech patterns (me instead of I), not able to hop forward with one foot without support.
- Other warning signs at any age: little or no eye contact, over/under sensitivities to pain, light, and noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do something they used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).

Screening for preschool children is available through Intermediate Unit #7. Contact the Westmoreland Intermediate Unit at 1-800-327-9487 or the Kiski Area School District for additional information.

### Services for School-Age Students with Disabilities

KASD provides free, appropriate public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as outlined in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or the National Dissemination Center for Children with Disabilities (NICHCY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the Director of Special Education and Student Services at 724- 842-0452 or the School Psychologist, Mr. Scot Harvey, at 724-567-6706.

The District uses identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefits and student progress. Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education. These screening activities include a review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Elementary Student Assistant Program (ESAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the building principal or Director of Student Support Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The IEP Team determines the extent of special education services and the location for the delivery of such services based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's building principal or the Director of Special Education and Student Services at 724-842-0452.

### Services for Mentally Gifted Students

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16. It states that a mentally gifted student demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple

criteria, as set forth in Chapter 16 and Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally giftedness must include a full assessment by a certified school psychologist.

We conduct a Gifted Multidisciplinary Evaluation (GMDE) once a student meets the screening requirements. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths, and educational needs.

The Gifted Written Report (GWR) brings together the evaluation and reevaluation findings concerning the student's educational needs and strengths. The GWR makes recommendations as to whether the student is gifted and needs specially designed instruction, which the GMDE Team considers in the development of the Gifted Individualized Education Plan (GIEP). After the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued.

Parents have the right to obtain an independent education evaluation to share with the District at their own expense. The District must consider the independent evaluation results in any decision made concerning the provision of a gifted education.

Parents of mentally gifted students have the right to request a special education due process hearing or file a compliance complaint with the Pennsylvania Department of Education. Details concerning the procedures governing hearing requests may be found on the Office for Dispute Resolution website: <http://odr-pa.org>. For additional information, contact the Director of Special Education and Student Services at 724-842-0452.

#### Services for Students in Nonpublic Schools

Parents of nonpublic school students who suspect their child has a disability and needs special education may request a multidisciplinary evaluation through a written request to the Director of Special Education and Student Services at 724-842-0452.

To receive special education services and programs, a student must (1) qualify through the twopronged evaluation concerning the existence of exceptionality and a consequent need for specially designed instruction and (2) be enrolled in the school district. Suppose a student in a nonpublic school qualifies for special education services, and the parent does not wish to enroll them in the district full-time through dual enrollment. In that case, the student can access these services during the scheduled times when the services are available in the district. However, transportation to and from those services is the parent's responsibility.

#### Services for Protected Handicapped Students

In compliance with state and federal law, KASD will provide protected disabled students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. We provide these related services or accommodations without discrimination or cost to the student or family. To qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and safeguards for protected disabled students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected disabled students fall under Pennsylvania Chapter 15 of Title 22 of the State Board of Education Regulations, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. Contact the child's building principal for further information about the evaluation procedures and provisions of services to protect disabled students.

## STUDENT SERVICES

#### Confidentiality of Student Records

KASD protects the confidentiality of personally identifiable information for all students following state and federal law and the District's student records policy.

### Student Records

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged, so a policy regarding the collection, maintenance, and dissemination of records has been adopted by the KASD School Board. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

You have the right to inspect your child's records within forty-five days of the date of a written request. You may make a written request for copies of your child's records at a fee not to exceed duplicating costs. Submit requests for review, inspection, or duplication to the staff person responsible for the records. (Refer to 'Location of Records' below.) If you believe any information in the records is inaccurate, misleading, or violating privacy, you may request a change in records or have a hearing if the request is refused.

### Release of Information

We do not release your child's records without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won, offices held, recognition for achievements, post-high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty days of the receipt of this notice. Please address such requests to the building principal.

### Additional Exceptions

We may move your child's records to another school or school system where you plan to enroll your child, or your child is already enrolled. You must notify the responsible staff person at KASD, or if the enrolling school system submits a written notification of enrollment and the disclosure of the information requested is for purposes related to the student's enrollment or transfer. The following is a list of examples:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

### Maintenance of Records

Records will be maintained on a child until they are no longer necessary. We retain Special Education Records for six years. We keep Permanent Records for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and nonacademic awards. Parents have certain rights concerning their child's records that are transferred to a student when they reach the age of 18 or attend an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

If you wish to review the policy regarding records for eligible and non-eligible students, the Director of Student Support Services may be contacted. Should you feel that the District is not providing the rights guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam-related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment. Location of Records
- Directory Information - Principal's Office
- Cumulative or Permanent Records - Principal's or School Counselor's Office
- Discipline Records - Principal's Office
- Principal's File - Principal's Office
- Health Records - Nurse's Office
- Annual Attendance Records - District Office
- Psychological Reports/Special Education Files - Director of Special Education and Student Services Office

#### Mode of Communication

The content of this notice has been written in straightforward, simple language. If someone does not understand this notice, they should contact the building principal or Director of Special Education and Student Services at 724-842-0452.

If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication). If this service is needed, please contact your child's principal or guidance counselor at the school or the Director of Special Education and Student Services at 724-842-0452.

### **COMPLAINT PROCEDURE**

When a parent/guardian or student has a complaint, it is district procedure that it can be resolved at the lowest possible level. The process typically would follow these steps when there is a complaint.

1. Classroom Teacher
2. Building Administrator
3. District Office Administrator
4. School Board

Following this procedure will ensure that the process is not delayed. All complaints must be filed within ninety calendar days of the alleged incident.

### **DANCES**

Dances are held periodically throughout the school year, under the supervision and direction of the appropriate district personnel. Only students and guests (under 21) in good standing with Kiski Area High School are permitted to attend. Proper school dress is necessary at all school dances.

### **DESTRUCTION OF SCHOOL PROPERTY**

Any student caught defacing, injuring, or destroying school property will be suspended and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code, which reads as follows:

### **Section 777**

Defacing, Injuring or Destroying Property Used for School Purposes: Penalty. If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse used in connection wherewith; or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than five (\$5) and not more than two hundred dollars (\$200), or undergo imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

### **Care of Building**

It is the obligation of every student to avoid damaging or defacing buildings, furniture, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements.

Any damage is to be reported to the office immediately, and those responsible for it will be held liable.

Supplies of permanent or semi-permanent materials, i.e., books, etc. which are distributed to individual students must be returned in good condition at the end of the current term. Students who destroy, deface, or lose this equipment will not be given report cards until such equipment is paid for.

### **Lost and Destroyed School Property**

Charges for lost or destroyed books are based on the original cost of the book and the age of the book. Parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

## **DISCIPLINE POLICY**

The Kiski Area School District shall establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct of all students in the district.

The Kiski Area School District prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct, and district rules and regulations.

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board 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 the state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

This policy and the Code of Student Conduct always apply to the behavior of students during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at any other time while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:

1. The conduct involves, threatens, or increases the likelihood of violence, use of force, or other serious harm directed at students, staff, or the school environment.
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.

3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs.
4. The conduct involves the theft or vandalism of school property.
5. The proximity, timing, or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not to be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

The building principal shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct, and school rules, and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are in the jurisdiction of the Kiski Area School Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

#### **After-School Detention**

Minor offenses not deemed of the degree of severity to warrant suspension.

Detention classes will be held two days per week from 2:55 P.M. until 4:55 P.M. No student will be admitted after 2:55 P.M. If for any reason a student cannot report on his/her designated day, he/she must give written notice, signed by the parent/guardian, to an assistant principal no less than one day prior to the scheduled detention. Any student who fails to attend detention may be referred to the magistrate. All school rules regarding attendance apply to detention. If a student is absent, a doctor's excuse must be presented.

#### **Work and transportation are not legitimate reasons for missing detention.**

Students reporting to detention must bring enough work to last the entire session. Supervising teachers will assist with tutoring when possible. Talking, sleeping, eating, and drinking, listening to music, etc. will not be tolerated. Any student violating the above rules will be asked to leave and will not receive credit for the time spent and additional disciplinary action will occur.

Any senior who has not made up his/her detention prior to the end of school will not receive his/her diploma. Underclassmen will not receive their report cards and will automatically be subject to detention and/or suspension at the beginning of the next school year and could possibly be referred to the magistrate.

#### **Temporary Suspension (3 days: in-school or out-of-school)**

1. Use of profane or obscene language or gestures while under school supervision.
2. The possession or use of matches, lighters, electronic cigarettes, vaping devices, look alike tobacco products, or any tobacco product. \*
3. Threatening other students or teachers.
4. Fighting between two or more students.
5. Insubordination - refusal to follow the instructions of a school employee or failure to identify oneself upon request.
6. Misconduct/disobedience (sec. 1318 school code).
7. Leaving an assigned location or school without permission from the office.
8. Truancy/class cut.
9. Forging or falsifying school forms or the use of forged documents.
10. Theft of school equipment plus any item(s) taken from teachers, students, locker rooms, closets or any place in the school or on school property.
11. Malicious mischief and school vandalism.
12. Malicious telephone calls to school personnel.
13. Verbal abuse/harassment.

14. Violation of the medication policy.
15. Public show of affection.
16. Malicious or inappropriate use of technology.
17. Other offenses that are deemed in conflict with the normal operation of the educational process.

**\*In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.**

#### **Full Suspension (10 days: out-of-school)**

1. Possessing, dispensing, selling or use of alcoholic beverages on school property or school related activities.
2. Possessing, dispensing, selling, or using drugs that violate the Dangerous Drug and Cosmetic Act on school property or at school-related activities.
3. Assault and/or battery, including striking or causing physical injury to students and/or school personnel while under the school's supervision.
4. Possessing or use of a weapon(s) on school property. "Weapons," for purposes of this section, shall include but not be limited to any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting severe bodily injury. \*\*
5. Participation in a terroristic threat or attempt.
6. Tampering with fire fighting equipment or emergency system (false alarm).
7. Moral offenses, such as indecent assault, exhibitionism, and possession of pornographic material.
8. Possessing blasting caps, firecrackers, smoke bombs, or any other explosive devices on school property.
9. Complete disregard for school rules and regulations.
10. Severe abuse/harassment.
11. Other types of offenses that are deemed in conflict with the normal operation of the educational process.

**\*\*This suspendable behavior may result in an expulsion based on Act 26: June 30, 1995, of the PA School Code.**

#### **Aggravated Assault**

Any student guilty of assaulting a teacher, staff member, administrator, other employee, or student will receive a full suspension, be recommended to the Superintendent for expulsion, and referred to the proper authorities for prosecution under Section 2702 of Act 167 entitled Aggravated Assault. Section 2702 reads as follows:

**Aggravated Assault** - (a) Offense defined: A person is guilty of aggravated assault if he/she:

1. Attempts to cause serious bodily injury to another or cause injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.
2. Attempts to cause or intentionally, knowingly, or recklessly cause serious bodily injury to a police officer making or attempting to make a lawful arrest
3. Attempts to cause or intentionally or knowingly cause bodily injury to another with a deadly weapon
4. Attempts to cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member, other employee, or student of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
5. Grading-Aggravated Assault under (paragraphs) subsection (a-1) and (a-2) (of this section) is a misdemeanor of the first degree. Whenever any person has been previously convicted or adjudicated a delinquent in this Commonwealth for the offense set forth in subsection (a-4), a subsequent petition, indictment, or information of aggravated assault under subsection (a-4) shall be classified as a felony of the third degree.

#### **Carrying Weapons on School Property**

Any student caught possessing or using weapons on school property or at school functions will receive a full suspension and be referred to the proper authorities to prosecute under Act 167 Criminal Acts on School Property. Act 167 reads as follows:

**An Act-** Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, further providing criminal penalties for carrying weapons on school property and defining aggravated assault and increasing the grading for certain types of aggravated assault on second and subsequent convictions and authorizing prosecution for obscenity violations whether or not the activity is enjoined.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1, Title 18, the act of November 25, 1970 (P.L. 707, No. 230) known as the Pennsylvania Consolidated Statutes, is amended by adding a section to read: 912. Possession of Weapons on School Property.

- a. Definition: Notwithstanding the definition of “weapon” in section 907 (relating to possessing instruments of crime), “weapon” for purposes of this section shall include but not be limited to any knife, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- b. Offense denied: A person commits a misdemeanor of the first degree if they possess a weapon in the building, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded education institution, any elementary or secondary private school licensed by the Department of Education or elementary or secondary parochial school.
- c. Defense: It shall be a defense that the weapon is possessed and used in conjunction with a lawfully supervised school activity or course or is possessed for other lawful purposes.

Note: Violation of this Act may also result in expulsion based upon Act 26 of 1995 of the Pennsylvania School Code.

After three (3) temporary suspensions, any subsequent suspension will be for ten (10) days out of school. Expulsion shall mean exclusion from school for an offense exceeding ten (10) school days and may be permanent expulsion from the school rolls. The Board of School Directors shall act upon these cases after appropriate due process.

\*Act 145 of 1996 identifies, as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus, or on any school property. According to the law, any student found in possession of tobacco may face a fine of **not more than fifty (50) dollars** plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the district.

### **Leaving High School Campus**

Once a student arrives on the high school campus, they are not permitted to leave the school grounds. **If a student leaves the high school campus, he/she will automatically receive a suspension.**

### **Bus Misconduct**

Riding the bus is an extension of school, and all school rules apply on the bus. Violations of school bus rules will be reported by the driver to the principal for disciplinary action. When the bus infraction calls for a suspension, in accordance with the Kiski Area School District Discipline Policy, the suspension procedure for school offenses will be implemented by the principal.

### **Food Items**

Food and drink items should only be consumed in authorized areas with appropriate permission.

## **DISCRIMINATION POLICY**

The Kiski Area School District is an equal opportunity education institution and will not discriminate based on race, color, national origin, sex, and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Keystone Consulting, Title IX Coordinator at (724) 842-0452.

## **DISSEMINATION OF MATERIAL**

For the purpose of this policy, dissemination shall mean students distributing or publicly displaying non-school materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided, or sponsored by the school district.

Expression means verbal, written, technological or symbolic representation or communication. Non-school materials means any printed, technological, or written materials, regardless of form, source, or authorship, which are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

### Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, schoolwork, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state, or local laws, Board policy, or district rules or procedures.
2. Is defamatory, obscene, lewd, vulgar, or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol, or illegal drugs.
4. Incites violence, advocates use of force, or threatens serious harm to the school or community.
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The limitations, prohibitions, and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force, or otherwise threatens serious harm directed at students, staff, or the school environment.
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

### Dissemination of Non-school Materials

The Kiski Area School District requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression. The Kiski Area School District requires that students who wish to disseminate non-school materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for planned dissemination, students may consider the request approved and proceed with disseminating as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for cleaning any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed non-school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

## **DRESS GUIDELINES**

Attire which is hazardous to health, safety, or that which is disruptive to the educational process, as determined by the principal, is considered improper for school. The following examples are considered **IMPROPER**, this list is not all inclusive, but is meant as a guide:

1. **Bandanas, head scarves, sweatbands/headbands, and sunglasses** are not permitted to be worn during the school day.
2. Footwear must be worn at all times.
3. Undergarments should be appropriately covered.
4. Clothing or accessories with obscene/suggestive print or which promotes tobacco, alcohol products, illegal substances (including drug paraphernalia), and statements of hate, prejudice, bigotry, or sexism are not permitted. This includes suggestive printing on clothing that can be interpreted with a double meaning.
5. Pajama bottoms, and other types of sleepwear are not permitted.
6. Heavy jackets or coats are not to be worn indoors. Zip-ups and hooded sweatshirts are permitted as long as they do not cover the head.
7. Clothing or accessories utilizing spikes, studs, or chains are not permitted.
8. All bags including purses, backpacks, and gym bags must be small enough to fit under the classroom desk/chair.

**Note:** Any person in question will be asked to adjust their dress accordingly. Students who do not cooperate with their teacher or who have continued violations of these guidelines should be referred to the office and may result in disciplinary action, which may include detention or in-school remediation.

## **DRUG POLICY**

The Kiski Area School District recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community.

Definition of controlled substances shall include:

1. Controlled substances prohibited by federal and state law.
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 effects of a controlled substance as defined by federal or state 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.

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 drugs 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.

The Kiski Area School District 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.

The Kiski Area School District 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.

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in Board policy on student discipline.

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.

## **Tobacco**

### **I. Student Possession and Use of Tobacco and Nicotine Products**

#### *A. Purpose*

The Kiski Area School District recognizes that tobacco and e-cigarette (or vaping) products present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. Nicotine, the chemical found in tobacco products, is a highly addictive drug that causes changes in brain chemistry, leaving the brain craving more. The purpose of this tobacco and nicotine policy is to show KASD's commitment to the health and well-being of its students, teachers, administrators, and staff.

#### *B. Definitions*

The term tobacco product includes but is not limited to:

- a) Any lighted or unlit cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, hookah, snuff, and snus.
- b) Any electronic device that delivers nicotine or another substance to a person inhaling from the device such as electronic nicotine delivery systems (ENDS), electronic cigarettes (e-cigarettes or e-cigs), or vaping device (disposable or reusable)
- c) Any equipment whose designed purpose is to charge vaping devices or other electronic cigarettes.
- d) Any product containing, made, or derived from either natural or synthetic tobacco or nicotine

The term tobacco product does not include the following:

- a) 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. *NOTE: This exception shall be governed by Board policy relating to Medications.*
- b) A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

#### *C. Prohibitions*

The Kiski Area School District prohibits possession, use, purchase, or sale of tobacco and vaping products as defined above by or to students at any time in a school building, on school busses or other vehicles owned, leased, or operated by the District, on property owned, leased, or controlled by the District, or at school-sponsored activities that are held off school property.

#### *D. Communication*

This Tobacco and Vaping Policy shall be posted in the school office and published on the KASD website and student handbooks. No Smoking and No Vaping signs shall be posted at school entrances, in restrooms, and other locations where students, staff, and teachers gather.

*E. Enforcement*

Nicotine dependence makes smoking and vaping cessation extremely difficult. Programs such as the American Lung Association's Intervention for Nicotine Dependence: Education, Prevention, Tobacco, and Health (INDEPTH) and Not-On-Tobacco (N-O-T) provide resources, education, and support for students struggling with nicotine addiction.

1. Students found in violation of this Tobacco and Vaping Policy shall have the tobacco product or device defined above confiscated and disposed of by the school's School Resource Officer. This property shall be considered forfeit and not subject to be returned. Additionally, the student be subject to the following consequences:
  - a. **First Offense:** Three days of In School Suspension (ISS) and enrollment in the four-session INDEPTH program focused on tobacco use, nicotine dependence, establishing healthy alternatives, and making the change to be free of all tobacco products.
  - b. **Second Offense:** Three days of ISS and enrollment in the Smokeless Saturday program. Referral to District Magistrate.
  - c. **Third Offense:** Three days of ISS, referral to the District Magistrate, and loss of privileges for 45 days, including hallway privileges, cell phone privileges, extra-curricular activities, and driving privileges (if applicable).
2. Students with Disabilities
  - a. 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.
3. Reporting
  - a. *Parental Reporting:* The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether 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.
  - b. *Office of Safe Schools Report:* The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.
  - c. *Law Enforcement Incident Report:* The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students 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.

### **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to, cell phones, smart watches, earbuds, tablets, cameras, gaming devices, and other personal devices capable of recording, communicating, accessing the Internet, or transmitting data.

### **General Expectation**

Personal electronic devices must be turned off and kept out of sight during instructional time unless their use is specifically authorized by a teacher or other school personnel for an educational, medical, or other approved purpose.

Students are expected to manage their devices responsibly and comply with this expectation throughout the school day. A student may keep a device in a pocket, backpack, purse, locker, calculator pocket, or another approved location, provided the device remains turned off, out of sight, and does not interfere with the educational environment.

The District's approach is based upon student responsibility. Students will first be trusted to meet the expectation. If a student demonstrates that they cannot or will not appropriately self-monitor their device use, the level of structure will increase.

### **Increased Structure and Repeated Violations**

If a student uses or displays an electronic device during instructional time without authorization, the student will first be directed to put the device away.

If the behavior continues, or if a student demonstrates difficulty complying with the expectation, the teacher or administrator may require the device to be placed in a calculator pocket, designated classroom storage area, office, or another approved location for the remainder of the class period or school day.

Students are expected to comply with a staff member's direction regarding the storage or use of an electronic device. Repeated violations, deliberate misuse, or refusal to comply with a reasonable staff directive may result in disciplinary action consistent with the Code of Student Conduct.

The intent of this procedure is to provide students with reasonable opportunities to correct their behavior while protecting instructional time. Significant disciplinary consequences should generally be reserved for repeated violations, deliberate misuse, or noncompliance rather than isolated situations in which a device otherwise remains put away and does not disrupt instruction.

### **Communication and Emergency Situations**

The District recognizes that many families choose for students to carry personal electronic devices for communication and safety purposes. Students may possess these devices at school as long as they comply with the expectations outlined above.

During the school day, students who need to contact a parent or guardian should generally do so through the school office or with the permission of school personnel. In an emergency situation, students are expected to follow the directions of school personnel regarding the use of electronic devices so that school safety and emergency response procedures are not disrupted.

### **Prohibited Use**

The use of electronic devices in restrooms, locker rooms, health suites, changing areas, or any other location where an individual has a reasonable expectation of privacy is prohibited at all times.

Students may not use electronic devices to photograph, record, transmit, view, or share material in a manner that violates the rights of others, disrupts the educational environment, violates the Code of Student Conduct or Board policy, or violates state or federal law.

The taking, storing, transmitting, viewing, or sharing of obscene, pornographic, lewd, threatening, harassing, or otherwise unlawful images, recordings, messages, or other content is prohibited. Conduct that may constitute a violation of law may be reported to the appropriate law enforcement agency.

### **Exceptions**

Nothing in these procedures is intended to restrict the authorized use of an electronic device required by an Individualized Education Program (IEP), Section 504 Service Agreement, medical plan, or other legally required accommodation.

For questions related to proper technology usage, you may refer to the [26-27 Chromebook Handbook](#).

### **EMERGENCY CLOSINGS**

If the schools will be closed, or if there will be a delayed starting time, announcements will be made on the following radio and television stations and the KA Website (<https://www.kiskiarea.com>), KDKA, 3WS, WPXI, WTAE. Also, if students' phone numbers are up to date, the district's phone alert will be activated.

If schools are closed or students are excused early due to an emergency, all activities are canceled for that day or days.

### **EMERGENCY DRILL INSTRUCTIONS**

Schools are required to have fire drills for the safety of all concerned and by State Law. These drills are practiced so that the building can be evacuated quickly. For their protection teachers will instruct students how to leave their rooms safely as well as post evacuation maps in each room. The following are major precautions for students to observe:

1. Quickly proceed as instructed to the nearest exit.
2. Keep as quiet as possible for there may be additional instructions.
3. In case the exit is blocked, move to the nearest open exit.
4. Each class will line up at a safe distance from the building and roll call will be taken.
5. Return to the building when directed.

Emergency weather drills have been established and will be implemented during the school year. Students and staff will follow the evacuation directions posted in each of their classrooms.

### **ENGLISH LANGUAGE LEARNERS**

This information is important for all English language learners (students whose native language is not English) and their parents/guardians. Throughout the school year vital information is sent home or provided to students in school. An example would be the parent/student handbook, which contains information, schedules, calendars, policies, etc., all critical to the student's successful participation in school. The English-speaking parent or guardian should take the time to review this information with his or her child. If you are not able to do this due to the level of your own English proficiency, the district will provide translators or interpreters in your native language to assist you. If this service is needed, please contact your child's principal or guidance counselor at the school.

### **ENTERING THE BUILDING**

Students should not arrive prior to 7:20 A.M. Students who arrive prior to 7:20 A.M. must report to the designated area. Students entering the building after 7:40 A.M. are to report to the main entrance and use the tardy kiosk to record their tardiness and receive a pass to be admitted into class.

### **EXCEPTIONAL LEAP STUDENTS**

Kiski Area School District provides a free, appropriate, public education to gifted and other exceptional students according to state and federal law. Kiski Area has implemented the LEAP Learning, Enrichment and Acceleration Program for this school year. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The district engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the

educational needs of the student, and calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted special education programs and services. When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Director of Student Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP). The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The district also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special program. Parents are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

### **FALSE ALARMS**

Any student caught pulling fire alarms or calling a false alarm to the school, 911, or another agency will receive a full suspension, and be referred to the proper authorities to prosecute under Section 4905 of Criminal Code.

Section 4905 - A person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.

### **FIELD TRIPS**

Each year, the school district may provide field trips of educational value for students. Only students who have written parental permission and meet all academic requirements may attend. Those students who do not have permission will be expected to spend the day at school and work on assignments provided.

### **GRADING POLICY**

When using a percentage, the following scale will be used:

90-100: A      80-89: B      70-79: C      60-69: D      Below 60: E

The above may be applied when calculating unit grades for determining the nine-week (s) grading or calculating the summative grade at the end of the school year. In determining the yearly average letter grade for the report card, a "weighted" scale is used for several advanced, academically challenging courses.

The teacher will explain to the students the percentage grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that a student is aware, at any time during the grading period, where he/she stands. Students and parents/guardians are also encouraged to check Skyward for updated grades.

#### **Report of Pupil Progress**

Report cards are posted every nine weeks. A deficiency notice will be posted whenever a student is doing "D" or "E" work. This notice will be sent at the midpoint of each grading period.

An overall 60.0 average must be obtained to pass a subject.

#### **Incomplete Grade Policy**

A student receiving an incomplete, "I" grade on his/her report card, must make up the incomplete by the end of the following nine-week period, or the "I" grade will automatically become a "50". If the "50" grade is received as a final grade, the student should attend summer school, if possible. If summer school attendance is impossible, the student, not the counselor, has the responsibility to schedule the subject for the next school term.

A student returning to school following an absence(s) must make up assignments/tests with the teachers immediately. It is the student's responsibility to contact the teacher to arrange make-ups. Failure to do so will be recorded as a "50". An incomplete during the final grading period must be completed by the last day of school or the grade in question becomes a failing mark. Long-term illness is treated separately. The teacher and administration shall review any unusual incomplete grade, which affects the passing or failing of a subject for the year. Seniors are not permitted to graduate with incomplete grades appearing on their secondary record (grades 7 -12).

### **Scheduling Procedures**

The Course Selection Guide is provided to assist students and their parents with the task of selecting courses. It is essential for students and parents to acquaint themselves with the contents of the **Course Selection Guide** so that knowledgeable decisions can be made about an individual student's course of study.

As students select courses, attention should be given to course requirements, entrance prerequisites, and course sequences. Students should realistically assess their capabilities and ambitions. If a student has any doubts or questions concerning a course, they are encouraged to discuss the course with the appropriate teacher or counselor.

The selection of courses will depend upon the student's abilities, the student's interests, and specific requirements of the college a student plans to attend or the program of study a student wishes to pursue upon graduation.

### **Schedule Changes**

The courses you select reflect a combination of required and elective courses. Any request for schedule changes must be made **before the first day of school**, or **before the 1st day of a semester** for a semester course. After this date, if there is an error in your schedule, the student will submit a "**Schedule Change Request Form**" to the counseling center for review and will be limited to the following categories:

- The student has already taken and passed the course.
- The student did not pass/did poorly in the prerequisite for the course.
- The student wishes to be in a higher-level course.
- The student is missing a graduation requirement.
- The student is scheduled for a course that is for the wrong grade level.
- The student does not have a complete schedule.
- The student failed a subject and must repeat that subject.
- The student is interested in enrolling in the Work Release Program
- The student is scheduled to repeat a course with a teacher with whom they have previously failed a class.

No schedule changes will occur after the designated timeline. Any student requesting a schedule change must complete the proper request form and submit it to his/her counselor.

### **Withdrawal from a Course**

If a student wishes to Withdraw from a course, the student will complete the "**Course Withdrawal Request Form**" that includes the reason for the withdrawal, parent, student, and current teacher's signature. Completed forms will then be submitted to the Counseling Center to be reviewed by The Scheduling Committee.

- The Scheduling Committee will meet to evaluate and process the request accordingly.
- The Scheduling Committee may require the students to continue in the assigned course.
  - The Scheduling Committee and the student will develop a student improvement plan that may require additional support and extended learning time.
- The Scheduling Committee may facilitate the withdrawal procedures.
  - The Scheduling Committee will determine the grades earned and the credits awarded. Withdraws from a class may result in one of the following:
    - "WF" "Withdraw Failing"
    - "W" "Course Withdraw"
- The Scheduling Committee will evaluate extenuating circumstances to determine relevance pertaining to withdrawal requests. All withdrawals will appear on the student's transcript.

### **Honor Roll**

All subjects will be computed to determine appropriate honors:

90% - 100% = High Honors      80% - 89.9% = Honors

Any 70% or lower on the report card will disqualify a student from being on the Honor Roll. Incomplete grades will disqualify a student from the Honor Roll.

### **Repeating Subjects**

Subjects in which a student receives a passing grade cannot be repeated with the intent of receiving a higher grade. Once a passing grade is received in a subject, the grade is recorded on the permanent record. Any exceptions must first be approved by the administration.

### **National Honor Society**

Students are chosen for the National Honor Society based on scholarship, leadership, service, and character. To be considered, students must meet the scholarship requirements by achieving a cumulative grade point average of 3.40 for grades 9, 10, and 11 for seniors and 9 and 10 for juniors. Consideration will be made to seniors only after the second grading period during the school year.

Scores for leadership, service, and character are also considered. Students with an overall average of 3.40 or above in leadership, service, scholarship, and character will be invited to become members. Any student who has been suspended during the current school year may be eliminated from consideration.

The National Honor Society stands for more than just academic excellence; its members must also demonstrate outstanding service, leadership, and character both in and out of school. These areas will be evaluated in the following manner:

Service: A student will receive one point for each school-affiliated club in which he/she actively participates. Sponsors of clubs will be asked to verify the student's attendance and participation. One point will be given to students for any outside verified service activity. This can include areas such as scouting, church service, or candy stripping, etc. Once the points have been tallied, the total will be applied to the following four-point scale:

|                         |
|-------------------------|
| 0 Service Points = 0.0  |
| 1 Service Point = 1.0   |
| 2 Service Points = 1.5  |
| 3 Service Points = 2.0  |
| 4 Service Points = 2.5  |
| 5 Service Points = 3.0  |
| 6 Service Points = 3.5  |
| 7 Service Points = 3.75 |
| 8 Service Points = 4.0  |

Being an officer or captain doesn't count toward service. These areas are rewarded under the category of Leadership.

Leadership: Leadership can be shown in several ways. The obvious examples of leadership can be found in the form of being an elected officer, being appointed captain of a team, or serving as the head of a committee. Less obvious but still important examples of leadership can be found in the way a student takes part in his/her classes and the way a student exerts a positive influence on others in or out of class.

Leadership will be rated in the following fashion: Teachers will evaluate each candidate on a 4.0 scale. These ratings will be totaled and divided by the number of teachers who scored a student in that category. Example: Ten teachers rate Student A in Leadership. The total points given are equal to 37. The rating will be (37/10) 3.7. A maximum of 4.0 can be reached in this category.

Character: The area of Character is quite encompassing. It takes into consideration such things as honesty, manners; respect for authority, handling criticism maturely, proper behavior both in class and at school events, and more. The faculty will rate this area again on a 4.0 scale. Both the high and low score will be dropped in this area prior to the final calculations being made. For example, if a student received two "4's" and three "0's", one of each would be dropped. Then scores would be added, and the computation made. Teacher evaluations of character are confidential and will not be shared with student candidates or parents/guardians of student candidates.

Final Evaluation: The final evaluation will be based on the four point totals achieved in Academics, Service, Leadership, and Character. Each of the four principal areas of the National Honor Society are given equal numeric weight. An

average of 3.4 will be needed to receive an invitation to join the National Honor Society. Below you will find two examples to demonstrate this procedure:

1. Student A has a 3.6 GPA, belonged to three clubs and a church youth group for 2.5 Service Points, received a 3.8 evaluation in Leadership and received a 3.8 evaluation in Character. His/her total points equal 13.7. This total is divided by four. His/her final score is 3.42. Student A qualifies for induction into the National Honor Society.
2. Student B has a 3.8 GPA; belonged to two clubs for 1.5 Service Points, received a 3.0 evaluation for Leadership, and received a 3.3 evaluation in Character. His/her total points equal 11.6. This total is divided by four. His/her final score is 2.9. Student B does not qualify for induction into the National Honor Society.

**Selection:** To be eligible for membership in the society, the candidate must be a member of the junior or senior class and must have attended Kiski Area High School for the equivalent of one full semester. A transfer student who was chosen for the National Honor Society in his/her previous school will have his/her membership automatically transferred. Any student who is not selected for the National Honor Society at the end of his/her junior year may be evaluated again at the beginning of his/her senior year.

**Removal:** Students can be removed from the National Honor Society for these reasons: not maintaining the minimum 3.4 grade point average, being suspended, or violating the society's tenets of character.

**Field Trips/Leaving School:** There are times during the school year when members may volunteer or be selected to perform community service projects. If selected, a student will only be eligible to participate provided he meets all the criteria for field trip participation. Since NHS members are chosen based on their character and academic prowess, they will be held to the highest standards. To that end, students must receive no grade lower than 70% in any class to participate. Lastly, NHS students are often involved in numerous activities that require missed classes. Students may be denied participation for certain activities if it is determined that this amount of time is affecting academic performance.

### **Class Rank**

Class rank will be computed on subjects taken in the Kiski Area School District and those transferred from other accredited high schools. Class rank will not be computed for any courses taken in college, evening schools, or other online courses.

Class rank for seniors is calculated on the percentage point average from 9th, 10th, and 11th grade and up to, and including, the third nine-week marking period of the senior year.

Grades will be reported using percentages. A key on the progress (Report Card) will reflect the letter grade associated with the percentage. The lowest percentage calculated and reported for a failing grade will be 50% for the first and third quarters. The following grading scale will be used when converting percentages to letter grades.

|            |           |           |           |          |
|------------|-----------|-----------|-----------|----------|
| A = 100-90 | B = 89-80 | C = 79-70 | D = 69-60 | E = 59-0 |
|------------|-----------|-----------|-----------|----------|

Percentages will be rounded up using the standard rounding procedure. 60% and higher will be considered a passing grade.

Percentages for each of the two or four grading periods will be averaged to calculate the final grade.

An incomplete or "I" may be issued on a student's report card when a prolonged absence makes it impossible for work and tests to be made up before the report card distribution date. Students will have until the end of the next grading period to make up the work. However, an "I" will not be issued for the last nine-week grading period. All work will be completed before the last day of school. A grade of 50% will be given for each incomplete evaluation. The principal is to be notified of any "I" to be given.

### **Weighted Courses**

Weighted Courses will have a multiplier of 1.12 for Advanced Placement courses and 1.06 for Honors courses in order to calculate percentages for each grading period.

The following courses are weighted for calculating the PPA:

|                     |                |                |
|---------------------|----------------|----------------|
| <u>English</u>      | <u>Math</u>    | <u>Science</u> |
| AP English Language | AP Calculus AB | AP Biology     |

AP English Literature  
Honors English IV  
Honors English III  
Honors English II  
Honors English I

Business  
AP Business

AP Calculus AB/BC  
AP Statistics  
AP Computer Science  
AP Precalculus  
Honors Algebra I  
Honors Algebra II  
Honors Geometry  
Honors Pre-Calculus

AP Chemistry  
AP Physics 1  
AP Physics C  
AP Environmental Science  
Honors Chemistry  
Honors Physics  
Honors Biology

Social Studies

AP European History  
AP American History  
AP American Government  
Honors American Government  
Honors US History II  
Honors Modern World History

Foreign Language

AP Spanish

Students will be informed by the course syllabus of which courses have mid-term and/or final exams. Mid-term exams and final exams will be included in the calculation of a student's final course grade. Unit exams may be given but will not be considered to carry additional weight over any other test.

When a student transfers into the Kiski Area School District, every attempt will be made to obtain the actual percentage grades. If only letter grades are available, the midpoint percentage will be applied to transition the grades into our system.

The formulas used for this calculation are as follows:  $PPA = (Weight) (4) (Grade\%)$

Total Pts. for Class Rank = Sum of all PPA scores

$PPA \text{ to send to colleges} = (Total \text{ Points for Class Rank}) / (Total \text{ credits})$

The percentage earned along with the appropriate weighting will be used to calculate the grade point average (PPA) for each class. The sum of all the grade point averages for all classes taken will be used to determine class rank.

Modified and Intermediate Unit courses are not included in class rank calculations.

**Student Commencement Speaker Selection**

1. The Top Academic Students, as determined by the counseling center at the end of the third nine weeks grading period of the senior year, are candidates to become speakers. All final grades from grades 9-11 plus the grades earned during the first three grading periods of the senior year are used to compute academic standing.
2. An individual Top Academic Student may, if he/she chooses, withdraw their name from consideration as a prospective commencement speaker.
3. The principal will gather all Top Academic Students together and by secret ballot each student will vote for a member that he/she would like to have as commencement speakers. A member may vote for himself/herself if he/she so desires.
4. The principal will count the votes and announce the members selected as commencement speakers. To break a tie, the principal will hold another vote of the Top Academic Students to choose between the tied candidates. If the tie is not broken after the second vote, the three principals, as a means of breaking the tie, will vote on the names of the tied candidates.
5. The chosen speaker from the Top Academic Students will work in conjunction with the members of the English faculty in preparation for the speeches. All speeches to be presented at commencement must have the approval of the principal.

6. The same process will be utilized to identify the student Master of Ceremonies for commencement out of the list of senior committee members. Any student who is on the senior committee and is identified as a Top Academic Student shall have the choice to be included in both processes and if selected shall decide which role they wish to have for graduation.

### **Student Council Members & Officers**

The purpose of Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects, by planning events that contribute to school spirit and community engagement. Students interested in serving on Student Council must maintain a 75% academic average and be free of disciplinary actions such as detention and/or suspension.

Students who have the following abilities should consider applying: leadership, responsibility, school spirit, time management, creativity, and scholarship (70% PPA required). Applicants will be judged in the above areas and will be selected by a committee that consists of two students and two faculty members.

### **Honor Cords**

Honor cords will be given to those students who have a 90% average through 9th, 10th, 11th and through the first three grading periods of 12th grade.

## **GRADUATION REQUIREMENTS**

Every student shall obtain at least 23 units of credits. A breakdown of courses needed for graduation is available in the Program of Studies which is available in the counseling center.

For graduation purposes, a unit of credit shall represent formal, quantitative recognition and satisfactory completion of a planned course of 120 hours of instruction in grades 9-12 by the School Board and Department of Education. A school district may offer a planned course of less than 120 hours and course credit shall be awarded or fraction thereof.

### **District Policy:**

1. All Kiski Area School District transcripts will designate the program completed.
2. Students accepted for early admission to accredited colleges or universities may receive a Kiski Area School District diploma upon submitting evidence of successfully completing the freshman year.
3. Dropouts whose original class has graduated and senior failures not qualifying for a Kiski Area diploma may earn a Commonwealth Secondary School Diploma by successfully completing the General Education Development Test administered at various locations by the Commonwealth of Pennsylvania.
4. Students who withdraw from the Kiski Area School District may return to complete their secondary education and earn a regular diploma after satisfactorily completing the graduation requirements at the discretion of building administration.
5. Credits earned in non-public schools are transferable. Each case will be reviewed individually at the local level. The degree of relationship between the course content of the non-public school and the Kiski Area School District's curriculum is a prime consideration.
6. Home school credits are not acceptable as credits toward graduation.
7. Credits earned in other PA public schools are transferable because each district must meet the common requirements of the School Code and the State Board of Education. However, each case will be reviewed individually at the local level.
8. Credits earned in out-of-state public schools will also be reviewed individually at the local level. The degree of relationship between the course content of the out-of-state public school and the Kiski Area School District's curriculum is a prime consideration.
9. To earn a Kiski Area School District diploma, all transfer students are required to satisfactorily fulfill the district's graduation requirements.
10. The minimum credit requirements for a Kiski Area School District diploma will be 23 units of credit.
11. Any student who accumulates 23 credits and meets all the state graduation requirements but has not met the specific requirements of any of our programs of study, will be credited with completing a general program.

### **Specific Graduation Requirements**

A student will not graduate unless the minimum number of credits has been earned to satisfy the graduation requirements, and unless the student meets the minimum standards of the Commonwealth of PA and the Kiski Area School District. In addition, all required subjects must be passed.

A student who has not met the requirements for graduation will not be issued a cap and gown; he/she will not participate in commencement. No diplomas will be issued until all state and local requirements are met.

All fines must be paid, all detention must be made up, and all school equipment must be turned in. Diplomas will be withheld unless these obligations are satisfied.

If you have any questions regarding your class schedule or vocational interest, please do not hesitate to call and meet with your counselor. Counselors are available to assist you with your plans for your future years at Kiski Area High School.

### **Senior Graduation Project**

A Senior Graduation Project is used in the Kiski Area School District to satisfy the high school graduation requirements as put forth in Section 4.24 of Chapter 4: Academic Standards and Assessment of the State regulations; specifically, "Requirements shall include course completion and grades, completion of a culminating project and results of local assessments aligned with the academic standards." The project is required for all subsequent senior class members to be eligible for graduation from Kiski Area High School. Information specific to the graduation project follows:

- Students will coordinate with an adult (mentor) who specializes in the research process or the student's specific area of interest.
- All projects will be individual in nature.
- Teachers and mentors will encourage students to choose topics related to their career goals. Research of said topic will be either informative or persuasive in nature as determined by the English faculty. The teacher is the final authority of the acceptance or rejection of the topic.
- As an addendum to the graduation project, students may elect to submit a mathematics or science component of their own design, subject to faculty approval. This component will be in addition to and in conjunction with the senior English research paper with faculty approval.
- In order to show competence in contemporary communication techniques, students enrolled in the Contemporary English course will complete an appropriate project that also involves a variety of written, oral, and audio-visual models, as designed through collaboration with the faculty advisors/mentors involved.
- The student will demonstrate, through the project, the ability to apply, analyze, synthesize, evaluate, and communicate significant knowledge and understanding.
- Faculty approval for the project must be obtained no later than the end of September the senior year. Projects may be approved prior to the senior year, but not before the beginning of the junior year. Projects submitted for acceptance during the junior year must be approved and initialed by all senior research teachers.
- The project will identify relationships to the specific student academic standards of the Chapter 4 curriculum regulations.
- Graduation projects will be completed in the senior English classes during the second and/or third nine-week grading period of the student's senior year, depending upon the library research schedule. All projects will be completed by the end of the third nine weeks.
- **Graduation from the Kiski Area High School is dependent upon the submission of an acceptable project; therefore, students failing to submit a project will be denied a diploma until this obligation is met.** The project may be part of the English grade in whole or in part. Any student failing to meet project obligations could receive a failing English grade. Unacceptable projects may be corrected during the fourth nine weeks to meet graduation requirements. Acceptability guidelines are as follows:

#### **Acceptability Guidelines (English IV)**

- Formal research paper of a persuasive nature consisting of no more than eight or less than six, double-spaced, typewritten pages of text. The outline and works cited pages do not count as pages of text.
- Modern Language Association (MLA) format must be used.
- A minimum of eight sources must be used and cited.
- No more than 20% of the paper may come from any one source.
- Satisfactory completion of each stage of the research paper as required by the respective instructor.
- A paper is not acceptable if there is intent to deceive through plagiarism: i.e. stealing the words or ideas of another.

#### **Acceptability Guidelines (Contemporary English)**

- Formal research paper of an informative nature on a major company, which manufactures goods and/or provides services in the student's related career field.

- Papers must be no more than eight or less than six, double-spaced, typewritten pages of text. The title page and works cited page do not count as pages of text.
- A formal business letter/email of request.
- A formal thank you letter.
- A five-minute oral overview of the student's research using contemporary communication techniques.
- Modern Language Association (MLA) format must be used.
- A minimum of three sources must be used and cited.
- No more than 40% of the paper may come from one source.
- Satisfactory completion of each stage of the research paper as required by the respective instructor.
- A paper is not acceptable if there is intent to deceive through plagiarism: i.e. stealing the words or ideas of another.

### **Seniors Attending College Part-Time**

To take a part high school, part college curriculum in the senior year, the following guidelines have been established.

1. Student PPA must be 90% or better through the junior year.
2. Application by the parent/guardian and student must be made to the high school principal no later than May 1st of the junior year.
3. Student must take advanced or accelerated courses in college.
4. Upon completion of the courses(s), a college transcript must be submitted to the counseling center to be placed in the student's permanent record folder.

### **Dual Enrollment Program**

Students may take college credit courses while enrolled at Kiski Area High School. To participate:

1. Students must be enrolled in an approved Dual Enrollment course.
2. Students may be required to maintain a cumulative PPA by the institution they are enrolling with and may be required to maintain that for the duration of their enrollment.
3. Students may be required to take a placement test at the institution where they enroll.
4. Students who enroll and later choose to withdraw are responsible to comply with the policies of the institution attended.
5. Upon completion of the courses(s), a college transcript must be submitted to the counseling center to be placed in the student's permanent record folder.

## **SCHOOL COUNSELING SERVICES**

One of the main concerns of the counselor is to help each new pupil adjust to his or her school setting. Throughout the school year, students should view the counselor as a person interested in his or her academic, emotional, and social growth.

Students are encouraged to visit the counseling center where the counselor is available to help with: studying more effectively; knowing strengths and weaknesses; determining schedule decisions; understanding yourself; having a good relationship with classmates, parents, and teachers; and assisting with other problems which may arise. Pupils should feel free to discuss all matters of concern with the counselor.

There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians, and the principal.

## **HARASSMENT**

The Kiski Area School Board strives to provide and maintain a learning and working environment that is free from unlawful harassment. No student or employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student, or an employee to harass another employee through conduct or communications of an unlawful nature as defined below.

The Board encourages students and employees who have been harassed to promptly report such incidents to the designated school employee. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are verified.

The Board directs the administration to annually inform students, parents, and employees that unlawful harassment will not be tolerated.

### **Definitions**

The term harassment includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability that create an intimidating, hostile or offensive educational/working environment.

Ethnic harassment includes the repeated, unwelcome, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status, or an individual's continued employment.
2. Submission to or rejection of such conduct used as the basis for academic or employment decisions after such conduct deprives a student of educational aid, benefits, services, or treatment.
3. Such conduct has the purpose or effect of interfering with the student's school performance or creating an intimidating, hostile, or offensive environment for the student or employee. Examples of sexual harassment include, but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **Delegation of Responsibility**

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Publication in elementary and secondary handbooks.
2. Presentation at secondary assemblies.
3. Training sessions for employees.
4. Posting of notices/signs.
5. Distribution of written policy to all employees.

The district shall provide training for students and staff concerning all aspects of unlawful harassment.

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

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

Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, or the school nurse.

All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor.

If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrator.

### **Guidelines**

When a student/employee believes that s/he is being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

### **Complaint Procedure for Student**

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

2. The building principal shall immediately notify the Superintendent or other designated administrator and shall conduct an impartial thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant's parents/guardians, the accused, the Superintendent, and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline for Student**

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Handbook, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Handbook.

### **Appeal Procedure for Student**

1. If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parents/guardians, the accused, building principal and others directly involved, as appropriate.

## **HEALTH SERVICES**

### **School Nurse**

For more information regarding Health Services, please see the Nursing Website on the KAHS site.

The primary objective of the school nurse is to provide services to promote and maintain the health of the school child. Therefore, the school health services are designed to:

1. Assess the health status of pupils
2. Counsel pupils, parents/guardians, and other concerning assessment findings
3. Assist in the identification and education of children with disabilities
4. Help prevent and/or control disease
5. Provide emergency services for injury or sudden illness
6. Plan services which will provide a healthy environment
7. Adjust individual school programs to meet the needs of children with problems
8. Maintain comprehensive health records for all students

The health assessment or the process of determining the total health status of a student is provided by medical and dental exams, health screenings, past and present medical history provided by parents/guardians, and teacher and nurse observations. The Pennsylvania State School Health Law requires physical exams be done on original entry into school, and in the 6<sup>th</sup> and 11<sup>th</sup> grades. It also requires dental exams to be done in grades K or 1<sup>st</sup>, 3<sup>rd</sup>, and 7<sup>th</sup>. The grades selected represent critical periods of growth and development in a student's life. **Completed dental/physical exams or documentation of a scheduled exam date is to be returned to the nurse by September 15<sup>th</sup>.**

Parents/guardians are urged to have the exams done by the family physician and dentist as this provides for continuity in the student's medical and dental care. The school district does not assume financial responsibility for exams performed by private physicians and dentists.

### **Screenings**

1. Each student is weighed and measured annually in order to calculate the student's Basal Metabolic Index.
2. Each student's vision is screened annually.
3. Hearing screenings are given to grades K, 1, 2, 3, 7, and 11. Any student with a history of hearing loss is examined annually or as needed.
4. Scoliosis screenings are required in grades 6 and 7.

Parents/guardians are notified of any abnormal findings detected by the above exams/screenings by the nurse. **If your child is not to receive one of these exams/screenings, submit your opposition to the nurse in writing by September 15.** To secure corrections and health improvement, the nurse will follow-up, encouraging parents/guardians to seek additional treatment as needed.

### **First Aid and Illness**

If an illness should occur, the student should report to the nurse's office. The nurse may arrange an early dismissal in the event of an illness. (Please see "Attendance Policies"/"Early Dismissal Regulations" for regulations regarding early dismissals.) If a student needs to contact a parent regarding an illness, a phone is available for their use in the nurse's office with the nurse's permission. Should it be determined by the nurse that the student is displaying signs of a communicable disease or infectious condition, the student will be excluded from school. (Please note, a student must be fever-free for 24 hours without the assistance of medicine before returning to school.) The following procedure will be followed when it becomes necessary for a student to take medication in school:

1. For both prescription and non-prescription medications, the parent/guardian will be required to present the prescribed medication in its original container, along with a written order from a licensed prescriber (MD, DO, PA, NP). The label on any prescription medication should include the prescriber's name, student's name, name and dose of the medication, and frequency and time the medication is to be administered. Nonprescription medication must be offered to the school nurse in the original container by the parent/guardian.
2. A completed Medication Administration Consent and Licensed Prescriber Form (KASD-141a) must accompany all medications. A new form needs to be submitted each school year.
3. It will be the responsibility of the school nurse to communicate with the parent/guardian on an ongoing basis as needed if a student is medicated for an entire year.
4. The school nurse will secure all medications in a safe place and only offer the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school nurse.
5. At no time should a student be in possession of any medication. The school may take disciplinary action with the student and his/her parent/guardian regarding this matter.
6. All medications will be discarded at the end of the school year by the school nurse if not retrieved by the parent/guardian.
7. **Any violation of this Medication Policy could be sufficient cause for the student to be suspended from school.**

The nurse may provide immediate, proper emergency care to students when needed, but is limited to first aid treatment only. The nurse may advise the necessity for medical attention. The nurse may not diagnose and may never administer medication of any sort, except on the direct order of a physician. **Also, since the school is to provide minor first aid treatment only for injuries at school, all injuries occurring at home or away from school should not be treated in school.**

No student thought to have a communicable disease or infectious condition shall be permitted to attend school. In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness, or suspected communicable disease necessitates that a child leave school, the parents/guardians, or other responsible person will be notified. At this time, the family is responsible for student transportation. Parents/guardians are to recognize and assume this responsibility.

1. **Head Lice** - Kiski Area will use best practices in the management of head lice.  
A student who is found with an active head lice infestation and/or nits may remain in school and in class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
2. The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
3. To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
4. The student will be allowed to return to school after being treated and the student has no live lice found on inspection.
5. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice Form upon the student's return to school.
6. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.
7. Any absence beyond one day, relative to head lice, will be regarded as an unexcused absence unless accompanied by a physician's excuse.

At the beginning of each school year, each child receives a Student Medical Information form (KASD-184). The parent/guardian is to assume the responsibility of filling out the form completely and returning it to the school **by the end of the first week of school**. It is highly recommended that parents/guardians review and update the contact information that exists by clicking on the “*My Account*” link when logged into Skyward Family Access. Please note that any updates to a child’s transportation schedule will take 24 hours to appear in Skyward Family Access. To access the Kiski Area Skyward login screen [click here](#). This link can also be accessed on the [Kiski Area Website](#) by clicking on the Skyward icon. This valuable information is necessary to provide early professional care and use of special treatment facilities, which may improve chances for survival and lessen severity. This form also provides the opportunity for the parents/guardians to comment on any medical problems or conditions their child may have, so that the school may be aware and provide adjustments when necessary to meet the needs of the child.

Medical conditions found as a result of any exams are recorded on the student’s health record. Teachers are notified regarding any student who has a condition, which might cause him/her to have difficulty in class. The school is vitally interested in the health status of every student. The constant objective is to maintain, protect, and when possible, improve the health of each individual student.

### **HOMECOMING QUEEN**

All the members of the senior class select the Homecoming Queen. Students cast their votes in the homerooms, choosing any one of the senior girls as their candidate. The queen and five highest vote getters compose a court. The name of the girl who is to be Homecoming Queen is withheld until the Homecoming Game. Each girl must have at least a C average (70% PPA).

### **MEDIA CENTER**

You must utilize a pass to visit the Media Center during school hours. These passes are to be completely filled out before entering the library. Students must visit the library only after receiving appropriate permission from their classroom teacher.

1. Fiction books can be borrowed for two weeks and renewed if necessary.
2. Reference books can be taken out of the library with permission from the librarian.
3. Encyclopedias must never leave the library.
4. Reference periodicals must be used in the library.
5. Misconduct will result in the denial of library privileges.

### **LUNCHTIME REGULATIONS**

1. Secondary students will not be permitted to leave the school grounds at lunchtime.
2. Students may purchase lunch in the school cafeteria or carry lunch from home.
3. Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
4. Students must walk to lunch in an orderly fashion. No running.
5. Students will not push ahead of others in the lunch line. Teachers will send violators to the rear of the line.
6. Students are urged to pass through the serving area as rapidly as possible.
7. Students are to observe good table manners.
8. Students should leave tables clean for the next lunch period. They should take all trays and silverware to the proper areas and dispose of trash in the provided trash cans.
9. At some point during the lunch period, weather permitting, students may be allowed to go outside.
10. Lunch period should be a time of relaxation. Students should use it properly and wisely.

### **MUSIC DEPARTMENT GUIDELINES**

Participation in musical classes and activities requires that students have guidelines and rules to follow so they can realize their fullest potential. Failure on the part of the students to follow these guidelines and adhere to these rules will

be interpreted to mean that they no longer wish to pursue the musical activity in which they are participating. Following are guidelines, rules, and other information relative to participation in the Kiski Area Schools' music program. These rules are in addition to the Kiski Area School District discipline policies/guidelines for students.

### **Director's Prerogatives**

In all activities, the director alone has certain prerogatives. These are:

1. Selection, placement, and performance of personnel.
2. Rehearsal times, dates, and procedures with consideration for school regulations and policies.
3. Establishing and enforcing all guidelines and rules related to his/her activity.

### **Use of School Owned Equipment**

The school district does not give away any equipment or supplies for permanent possession. Each student must return all issued equipment. Lost, stolen, or damaged equipment must be paid for by the student. Students may not keep or purchase any instrument, music, uniforms, robes, etc.

### **Challenging Rules**

1. Challenging is consecutive from section to section.
2. Challenging is a "bump" within a section.
3. One week notice to both students and the director is required.
4. Time and place of the challenge is set by the director with agreement by both students.
5. A challenge between two students may occur once a week, but no more than three times.
6. No challenging less than 30 days before a scheduled performance is permitted. The director reserves the right to deny challenges after a certain time in the year, especially if the end result means students will change ensembles or assigned parts.
7. All challenges will be performed in a "blind" or screened area and may include instructors that are unaffiliated with the students when possible.
8. Materials to be used in the challenge may include band music, etudes, scales, and sight reading.

## **PRINCIPAL & HALL PASSES**

In order for a student to see a principal, on a personal basis or from being summoned by a principal, a Smart Pass should be issued from the attending teacher or the summoning Principal. Before creating a SmartPass, the teacher should call the office to see if a Principal is available.

### **Hall/Restroom Passes**

Except for the change of classes, all students who are in the halls must have a pass issued via the SmartPass system. Any student who is caught in the halls without a SmartPass or loitering may receive one night of detention. Any boisterous behavior or extreme noise during change of classes may result in disciplinary action.

Restrooms are for the private use of individuals using said facilities. **MORE THAN ONE (1) person in the same stall in any restroom will be considered a non-acceptable practice** and all parties will be suspended.

Students should move quietly and orderly in the corridors. Always keep to the right of the corridors and use the shortest approved routes. Loitering in the halls is not permitted.

## **PRIVATE PROPERTY PROTECTION**

### **Selling of Personal Items:**

The trading, bartering, or selling of personal items between students is prohibited in any school as a means of protecting children from loss of property and personal belongings. However, students may participate in administratively approved fundraising efforts in accordance with the Kiski Area policy covering those activities.

### **Lockers and Private Property:**

Each student is assigned a corridor locker. Students are to keep it locked and not let others know the combination. Such lockers should be visited during the admission period, before and after lunch, and at dismissal. Loitering in the locker areas is not permitted at any time.

Lockers in the gym and shower areas are not made to provide security for valuables. Students are urged not to have valuables at school. However, if valuables are brought to school, students are to turn them into their physical education teacher. The teacher will hold the valuables until the student reclaims them. Remember: turn all valuables into the teacher.

Students are reminded that lockers and desks are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has the right to check lockers and desks, at any time, for misuse. Students should not assume rights of privacy regarding school lockers or desks.

**NOTE: Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.**

### **Card Playing, Games, and Gambling**

Students are not permitted to gamble, play cards, computer games, or other games during the school day.

## **PUBLIC DISPLAYS OF AFFECTION**

This is a public high school to be used and enjoyed by all the students enrolled at Kiski Area. One of the objectives of the administration of this school is to teach the students a type of behavior that is socially acceptable. Therefore, we ask that all students refrain from holding hands, hugging, kissing, fondling, etc., while on the high school campus. This type of behavior is not acceptable, and it is embarrassing to your fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and members of our community. Students who violate this policy may be subject to discipline as determined by the administration.

## **STUDENT ASSISTANCE PROGRAM**

Student Assistance Program (SAP) is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

### **Mandated Reporting**

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

1. They encounter the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service
2. They are responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, religious organization, or other entity that is responsible for the care, supervision, guidance, or training of the child
3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse
4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse. It is not required that the child come before the mandated reporter to report

suspected child abuse, nor are they required to identify the person responsible for the child abuse to report suspected child abuse.

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313.

After making the report to ChildLine, mandated reporters are required to immediately thereafter notify the person in charge of the institution, school, facility, or agency or the designated agent of the person in charge. If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report. This form can be obtained at [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov) or from the children and youth agency. If a report is made electronically, no CY-47 is required to be completed.

### **HOMELESS INFORMATION**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless**—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

Students shall not be discriminated against, segregated, nor stigmatized based on their status as homeless. To the extent feasible and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Kiski Area School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

**What supports can school districts provide to homeless students?**—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

**Homeless Dispute Process**—If there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

**What if I think that I am eligible for services under McKinney Vento?**—Please contact the Homeless Liaison, Mr. Darren Kennedy at 724-842-0463.

## **Resources**

Westmoreland County Housing Authority 724-832-7248

Westmoreland Non-Profit Housing Corp. Eastmont Estates site 724-838-0818

Westmoreland County Department of Public Assistance 724-832-5200

PA Career Link Employment Services 724-755-2330

Westmoreland Community Action -Next Step Housing Program 724-834-1260

Referral Line- PA 211 Southwest 1-800-222-8848

Westmoreland County Food Bank 724-468-8660

Alle-Kiski HOPE Center 888-299-4673 (<http://www.akhopecenter.org/>)

## **The following numbers may be able to assist with the first month's rent and/or security deposit:**

Westmoreland County Housing Authority 724-832-7248

Catholic Charities 724-837-1840

Salvation Army 724-834-3335

## **SUMMER SCHOOL**

Each year, the Kiski Area School District will study the feasibility of offering academic classes, recreation, and music instruction on a self-supporting basis during the summer months. The decision to provide such programs will be based on whether sufficient student interest is demonstrated through registration to offset the costs of the program. No enrichment classes may be taken at Kiski Area High School or any other school, including colleges, without permission from the principal.

## **TECHNOLOGY**

### **Use of Technology**

The Kiski Area School District purchases equipment and materials for the **legitimate use** of students and staff. Legitimate use implies any use that contributes to approved educational goals of our students.

### **Software/Programs**

Copyright and licensing are a special problem in the use of prepared programs. It is specific to Kiski Area School District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district owned computers.

### **Abuse of Technology**

Due to the expense and complexity of technology, special consideration must be given to intentional abuse.

Damage to equipment includes sabotage of network and/or computer software. The Section: Defacing, injuring or Destroying School Property as found in the Student Handbook shall apply. In addition, the student will be held liable

for the full cost of repairs. Failure to pay for repairs will be handled as specified in the "Care of Building" section of the Student Handbook. Also, the student may lose access privileges.

Any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility.

**As a result of the first violation, the student will lose access for the remainder of the school year. A second violation will result in permanent loss of access. The student should be aware of the consequences loss of access can have on the grade for the project.**

### **INTERNET USAGE AND POLICY**

The Kiski Area School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The district has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof.

Students are to always use the filtered Internet system of the Kiski Area School District. Any student device found not on the district network will be considered "malicious or inappropriate use of technology" and be subject to disciplinary action (see "Temporary Suspension" on page 16).

All students will have monitored access to electronic resources, which may include the Internet, unless parents request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

### **TESTING PROGRAM**

In accordance with the recommendations of the Superintendent of Schools and the approval of the Board of Education, a district-wide testing program has been designed to provide information concerning proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the entire educational program.

When there is an apparent need for special individual testing, a certified public-school psychologist administers the test. Counselors usually make the referrals to the psychologist, but parental request may initiate screening procedures.

The following list includes tests which may be given to your child during his/her secondary school years:

| Grade | Name of Test   | Purpose                                                   |
|-------|----------------|-----------------------------------------------------------|
| 11    | P.S.A.T.       | Preparation Test for College Board measures Math & Verbal |
| 9-11  | Keystone Exams | Statewide Achievement                                     |
| 10-12 | S.A.T.         | Measures Reading & Math Skills                            |
| 10-12 | ASVAB          | Measures aptitudes for military training                  |
| 9-12  | AP Exam        | Measures knowledge in various subject areas               |

### **College Board Number**

The School Code for the College Board Examination and American College Testing Program is 392-207.

## TRANSPORTATION

### Rules for the School Bus

It is a privilege for students to ride the school buses. Violations of rules can withdraw this privilege. In order to make the trip to and from school as safe as possible, students must assume responsibility for observing the rules for bus transportation.

1. Students should be at their bus stop five minutes before the arrival time of the bus and avoid arriving much earlier.
2. Students shall wait in an orderly manner away from the road in a safe area. Students shall not congregate on private property without express permission from the owner. Students shall enter and leave the bus in single file.
3. The bus driver is in complete charge of the bus. Any situation that needs attention on the bus should be reported to the driver.
4. Students are required to board and depart from the buses at their assigned stop. Students are assigned to a stop based on their home address. The district may consider a change to a student's bus assignment for emergency or extreme circumstances. To make these changes, requests must be in writing on the form provided by the district.
5. The driver may assign students to definite seats, but students may not reserve seats.
6. Students may not stand while the bus is in motion.
7. Nothing is to be thrown from the window. No arms, feet, or heads should protrude from the windows.
8. When leaving the bus to cross the highway, students must cross ten feet in front of the bus and be careful of traffic coming in either direction along the highway.
9. Students must not open the emergency door unless directed to do so by the bus driver.
10. Students must avoid loud talking & shouting.
11. Eating food, drinking beverages, smoking, and chewing tobacco are not permitted on the bus.
12. The school bus is an extension of the school, therefore, any items not appropriate for school are prohibited.
13. Students requesting to ride a different bus or with another student must turn parental notes from each party involved into the front office.
14. Any conduct that is detrimental to the safe operation of the bus is not permitted.
15. Violation of these rules will be reported by the driver to the principal for disciplinary action.
16. Any misconduct deemed serious by the driver or school authorities could result in disciplinary action according to the district's discipline policy.
17. Transportation problems, other than discipline problems, should be referred to the transportation director (724-842-0455).

### Driving to School

Kiski Area High School student parking passes are \$50 for the 2026-2027 school year. Parking spots will be available to **ALL** 10<sup>th</sup>-12<sup>th</sup> grade students on a first come, first served basis. We will only issue 200 parking passes each school year. Students must complete the online parking application (Google form) (hard copies are available in the office if needed) and turn it into the front office. Students must park in spaces designated for students (1. numbered gold oval with KA in the middle or 2. in the gravel along the tree line in the back of the parking lot or 3. at the stadium). Students must read the parking guidelines and adhere to the agreement signed when purchasing a parking permit.

Parking spaces will be checked on a regular basis. Students who do not follow parking pass guidelines or those who drive without a pass will lose driving privileges (money will not be refunded) and be assigned the appropriate discipline. Students will sign an agreement when purchasing a pass and must provide a valid driver's license.

**Students who arrive late for school are not permitted to drive or park on school grounds without pre-approval by a principal.**

## KAHS BELL SCHEDULE

|                    |         |  |  |
|--------------------|---------|--|--|
| KAHS BELL SCHEDULE |         |  |  |
| 7:35 AM            | Warning |  |  |

|                                             |                         |          |                       |
|---------------------------------------------|-------------------------|----------|-----------------------|
| 7:40 AM                                     | Start Announcements     |          |                       |
| 7:50 AM                                     | Start Period 1/5        | 9:12 AM  | End Period 1/5        |
| 9:16 AM                                     | Start Period 2/6        | 10:38 AM | End Period 2/6        |
|                                             |                         |          |                       |
| 10:40 AM                                    | Start Lunch 9th & 11th  | 11:10 AM | End Lunch 9th & 11th  |
| 11:12 AM                                    | Start CAV 9th & 11th    | 11:53 AM | End CAV 9th & 11th    |
| or                                          |                         |          |                       |
| 10:40AM                                     | Start CAV 10th & 12th   | 11:21 AM | End CAV 10th & 12th   |
| 11:23 AM                                    | Start Lunch 10th & 12th | 11:53 AM | End Lunch 10th & 12th |
|                                             |                         | 11:53 AM | End CAV/Lunches       |
| 11:56 AM                                    | Start Period 3/7        | 1:18 PM  | End Period 3/7        |
| 1:22 PM                                     | Start Period 4/8        | 2:44 PM  | End Period 4/8        |
|                                             |                         |          |                       |
| *****There are no bells at these times***** |                         |          |                       |

### **Northern Westmoreland Career Technology Center Schedule**

Students may attend NWCTC to receive their instruction on alternating days. All students will ride the bus to the NWCTC immediately upon arrival at school. There will be a bus returning to KAHS at approximately 1:00 for students who have a 4th or 8th period class and the remaining students will leave at approximately 2:15 to return for dismissal at KAHS. This provides the maximum opportunity for our students to earn academic credits here as they continue their coursework at the Northern Westmoreland Career and Technology Center.

## **DIRECTORY**

### **BOARD OF DIRECTORS**

Jenna Rowe  
Melissa Kowalkowski  
Cheri Croney

Amy Halter  
Dawn Mellinger  
Stephanie Jankowski

Nicole Kamer  
Christina Mease  
Steven Litz

Treasurer - First National Bank

Solicitor - Ronald Repak - Dillon McCandless King Coulter & Graham, LLP

### **DISTRICT ADMINISTRATORS**

Superintendent of Schools  
Assistant to the Superintendent, K-12 Education and Safety  
Business Manager  
Athletic Director  
Director of Curriculum K-6  
Director of Curriculum 7-12  
Director of Special Education and Student Services  
Director of Information Technology  
Director of Transportation

|                        |              |
|------------------------|--------------|
| Dr. Jason Lohr         | 724-842-0454 |
| Dr. Chad Roland        | 724-842-0457 |
| Mr. Richard Liberto    | 724-842-0451 |
| Mr. Jacob Nulph        | 724-842-0437 |
| Dr. Emily Mather       | 724-842-0409 |
| Dr. Brian Swartzlander | 724-842-0459 |
| Mr. Darren Kennedy     | 724-845-0452 |
| Mr. Eric Vaughan       | 724-842-0425 |
| Mrs. Joy Spagnola      | 724-845-0455 |

### **HIGH SCHOOL PRINCIPALS      724-845-8181**

|                     |                   |
|---------------------|-------------------|
| Principal           | Mr. Matthew Smith |
| Assistant Principal | Dr. Alicia Szarek |
| Assistant Principal | Mr. Braden Hoffer |

### **INTERMEDIATE SCHOOL PRINCIPALS      724-845-2219**

|                     |                       |
|---------------------|-----------------------|
| Principal           | Mr. Michael Cardamone |
| Assistant Principal | Mr. John Cortazzo     |

### **ELEMENTARY PRINCIPALS**

|                                      |                        |              |
|--------------------------------------|------------------------|--------------|
| Upper Elementary Principal           | Mrs. Margaret Nicholas | 724-727-3421 |
| Upper Elementary Assistant Principal | Mr. Ryan Quinton       | 724-727-3421 |
| Kiski Area North Primary             | Mrs. Christine Ross    | 724-845-2032 |
| Kiski Area South Primary             | Dr. Brian Kutchak      | 724-327-4057 |
| Kiski Area East Primary              | Mr. Daniel Smith       | 724-567-6706 |

### **SUPERVISORS**

|                       |                    |              |
|-----------------------|--------------------|--------------|
| Maintenance           | Mr. RJ Rutter      | 724-568-3418 |
| Food Service Director | Mrs. Jaclyn Walker | 724-842-0466 |

## KISKI AREA SCHOOL DISTRICT PURPOSE



### IN KASD WE BELIEVE...

- Kiski Area School District honors the uniqueness of each individual and embraces diverse backgrounds, values, and points of view to build a strong, inclusive community.
- All students must be resilient, lifelong learners who pursue their passions in all opportunities.
- All students become productive citizens and reach their full potential.
- All students deserve a quality public education that supports academic and social and emotional well-being.
- Positive and authentic relationships with students, colleagues, and the community are a priority.
- All staff members will provide a seamless vertical and horizontal curriculum that provides endurance, leverage, and readiness for the next level.
- Staff will create positive and authentic relationships by respectfully setting high expectations that promote student growth
- The administration will be the lead learners for all stakeholders.
- Administrators build leadership capacity by communicating our vision in a positive school culture.
- The administration will be visible leaders that build positive relationships through communication and collaboration.

### **KISKI AREA ALMA MATER**

Hail to thee, O Kiski High;  
We pledge allegiance true.  
May our colors be remembered,  
Gold, the white & navy blue.  
As the students of this high school,  
We will always sing thy praise.  
Loud and clearly hear our voices  
Telling of our high school days.  
As the graduating class we promise to uphold  
All the standards and ideals,  
That we'll never let grow old.  
Time has come for us to leave now,  
Loving sadness fills our hearts.  
Slowly now we turn away,  
Sad, but proudly we depart.  
Thru thy friendly halls we pass,  
Thinking not of what's to be.  
Knowing not in years to follow,  
Many thoughts will turn to thee.  
In thy buildings memories linger,  
Happy thoughts of days gone by,  
Days we'd like to live all over,  
Days at dear old Kiski High.

### **CAVALIER FIGHT SONG**

Cavaliers so royal, noble sons and loyal  
Fight, fight, fight for Kiski High!  
Men so bold and daring, none to your comparing,  
Fight, fight for Kiski High!  
As in days of yore we fought each duel  
Fight once more, bring honor to our school.  
Other teams must fear you  
And we all will cheer you  
Fight, fight, fight for Kiski High!

### **HAIL TO THE VARSITY**

Hail to the varsity  
Cheer them along their way  
Onward to victory  
May we win again today.  
Let's give a cheer for the varsity  
Long may they live supreme.  
Hail to the varsity  
And the glory of our team.

**STUDENT HANDBOOK SIGN-OFF**

Kiski Area School District  
High School  
2026-2027

Dear Parent/Guardian,

An important document for you and your child to become familiar with is our online student handbook. The student handbook is building specific and is easily located on the homepage of your child's school building ([www.kiskiarea.com](http://www.kiskiarea.com)). Valuable information regarding attendance, extracurricular activities, discipline, and other important policies are included. As a school, we are asking you to please review the online handbook with your child and return this page to your child's Cav Room teacher within the next week. If you have any questions about the handbook, or if you wish to obtain a copy of the handbook portion, please feel free to contact your child's school counselor or Cav Room teacher. Thank you for your support in reviewing this information with your child.

I have read and discussed the online student handbook with my child,

\_\_\_\_\_.

We (my child and I) are familiar and understand the rules and guidelines set forth in this handbook.

Student's Signature: \_\_\_\_\_

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

Cav Room: \_\_\_\_\_

Date: \_\_\_\_\_

## **COOPERATIVE SPONSORSHIP AGREEMENT**

This Agreement, made this 24<sup>th</sup> day of August 2026 by and between Apollo-Ridge School District, a school district existing under the laws of the Commonwealth of Pennsylvania, with its principal office located at 1825 Route 56, Spring Church, Pennsylvania,

A

N

D

Kiski Area School District, a school district existing under the laws of the Commonwealth of Pennsylvania, with its principal office located at

WHEREAS, Kiski Area School District intends to field a Varsity and Junior Varsity Swim Team; and

WHEREAS, Apollo-Ridge School District does not field a Varsity or Junior Swim Varsity Team; and

WHEREAS, Apollo-Ridge School District wishes for its students to participate on the Kiski Area Varsity and Junior Varsity Swim Team; and

WHEREAS, the parties wish to enter an Agreement governing each party's responsibility and cost in association with the Apollo-Ridge School District students competing on the Kiski Area Varsity and Junior Varsity Swim Team; and

WHEREAS, the parties wish to petition the Western Pennsylvania Interscholastic Athletic League (WPIAL) for approval of the Apollo-Ridge School District students to participate on the Kiski Area Varsity and Junior Varsity Swim Team.

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, mutually agrees as follows:

1. That for the 2026-27 Swim Season Apollo-Ridge School District students in grades nine through twelve will be permitted to participate and compete with the Kiski Area Varsity and Junior Varsity Swim Team. The students must meet all applicable eligibility criteria, including verification of requisite academic achievement, fulfillment of attendance requirements and applicable physical fitness or weight restrictions. Parents of participating students shall be required to provide the Apollo-Ridge School District written authorization to disclose to Kiski Area School District academic, attendance, disciplinary or health information that relates to their student's eligibility to participate in the program.

2. That prior to the Apollo-Ridge School District students' participation on the Kiski Area Varsity and Junior Varsity Swim Teams, approval must be sought and received from the Western Pennsylvania Interscholastic Athletic League (WPIAL) and/or the Pennsylvania Interscholastic Athletic Association (PIAA).
3. The participating Apollo-Ridge School District students and/or their parents will be responsible for their transportation to the practice facility and to all competitions (unless arriving at Kiski Area School District in time to join in any transportation to competitions provided to the team by Kiski Area School District) and will bear all costs with that transportation. The Apollo-Ridge School District shall not have or assume any obligation to provide any transportation in relation to its students' participation in the Kiski Area Varsity and Junior Varsity Swim Team.
4. That all decisions concerning the team, including the coach, assistant coaches, and uniforms will be the responsibility of Kiski Area School District.
5. That Kiski Area School District will pay all costs associated with the operation of the Varsity and Junior Varsity Swim Teams .
6. That that the participating students and/or their parents will directly reimburse Kiski Area School District the sum of **Four Hundred and Fifty Dollars (\$450) per student**.
7. The assessed fee will include but not be limited to compensation for coaches' salaries, uniforms, equipment, and transportation to competitions.
8. Upon the start of the season and completion of the roster, Kiski Area School District will provide to the participating Apollo-Ridge School District students an invoice for the cost of participation. The participating student and/or their parents will make direct payment to Kiski Area School District for the full amount of the invoice presented within thirty (30) days of receipt. The Apollo-Ridge School District shall not have or assume any obligation to pay or collect any such fees.
9. The Board of Directors of Apollo-Ridge School District approved this Agreement and authorized its Superintendent to execute the same on behalf of the District at its regularly scheduled meeting on the 24th day of August, 2026.
10. The Board of Directors of Kiski Area School District approved this Agreement and authorized its Superintendent to execute the same on behalf of the District at its regularly scheduled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

WITNESS:

Apollo-Ridge School District

\_\_\_\_\_

BY \_\_\_\_\_

Dr. Courtney Anderson, Superintendent

WITNESS:

Kiski Area School District

\_\_\_\_\_

BY \_\_\_\_\_

Dr. Jason Lohr, Superintendent

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** FSCK - FOOD SERVICE CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                            | Description Of Purchase                   | Description Of Purchase           | Amount      |
|------------|------------|----------------------------------------|-------------------------------------------|-----------------------------------|-------------|
| 0000021880 | 07/13/2026 | CONTROL CENTERS INC / JOHNSTONE SUPPLY | NORTH PRIMARY-WALK IN FREEZER             |                                   | 1,009.85 #  |
| 0000021881 | 07/13/2026 | FAMOUS ENTERPRISES                     | INTERMEDIATE COMNI OVEN INSTALL           |                                   | 338.43 #    |
| 0000021882 | 07/13/2026 | FNB COMMERCIAL CREDIT CARD             | CC PURCHASE 06/03                         | CC PURCHASE 06/17/2026            | 1,182.63 #  |
| 0000021883 | 07/13/2026 | GRAINGER                               | NORTH CAFE                                |                                   | 126.92 #    |
| 0000021884 | 07/13/2026 | KEYSTONE CUSTOM FABRICATION, INC.      | Enc Transfer from FY26 KITCHEN EQUIPEMENT |                                   | 11,238.00 # |
| 0000021885 | 07/13/2026 | LYDIA MUSSER                           | JUNE MILEAGE                              |                                   | 16.75 #     |
| 0000021886 | 07/13/2026 | NICKLE'S BAKERY                        | JUNE BREAD                                |                                   | 186.86 #    |
| 0000021887 | 07/13/2026 | SOLOMON'S MINI MART II                 | JUNE FUEL                                 |                                   | 90.49 #     |
| 0000021888 | 07/13/2026 | TURNER'S DAIRY FARM                    | SFSP MILK JUNE                            |                                   | 5,077.84 #  |
| 0000021889 | 07/13/2026 | UNITED REFRIGERATION INC               | EAST PRIMARY WALK IN COOLER               |                                   | 350.04 #    |
| 0000021890 | 07/13/2026 | US FOODS INC                           | SNP, SPFN & SFSP JUNE                     |                                   | 32,839.94 # |
| 0000021891 | 07/15/2026 | MADISON NATIONAL LIFE INS. CO, INC     | JULY 2026 STD/LTD INSURANCE               |                                   | 15.66       |
| 0000021892 | 07/15/2026 | PSEA HEALTH & WELFARE FUND             | JUNE 2026 FS DENTAL & VISION              |                                   | 341.32 #    |
| 0000021893 | 07/15/2026 | WCPSHC                                 | AUGUST 2026 HEALTH INS FOOD SERVICE       | JULY 2026 HEALTH INS FOOD SERVICE | 22,899.82   |
| 0000021894 | 07/23/2026 | CM REGENT LLC                          | JULY 2026 LIFE INSURANCE FS               |                                   | 21.28       |
| D000000003 | 07/13/2026 | JACLYN M WALKER                        | JUNE MILEAGE                              | MAY MILEAGE                       | 279.38 # D  |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: FSCK - FOOD SERVICE CHECKING    Payment Dates: 07/10/2026 - 08/07/2026

Payment Categories: Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

|                                                                 |           |
|-----------------------------------------------------------------|-----------|
| 51 - FOOD SERVICE/CAFETERIA                                     | 76,015.21 |
| Grand Total All Funds                                           | 76,015.21 |
| Grand Total Credit Cards                                        | 0.00      |
| Grand Total Direct Deposits                                     | 279.38    |
| Grand Total Manual Checks                                       | 0.00      |
| Grand Total Other Disbursement Non-negotiables                  | 0.00      |
| Grand Total Procurement Card Other Disbursement Non-negotiables | 0.00      |
| Grand Total Regular Checks                                      | 75,735.83 |
| Grand Total Virtual Payments                                    | 0.00      |
| Grand Total All Payments                                        | 76,015.21 |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** CAPC - CAPITAL PROJECT CHECKING ACCOUNT    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                                       | Description Of Purchase                         | Description Of Purchase                   | Amount       |
|------------|------------|---------------------------------------------------|-------------------------------------------------|-------------------------------------------|--------------|
| 0000001070 | 07/14/2026 | ALLEGHENY CITY ELECTRIC                           | IM RENOVATIONS ELECTRICAL                       |                                           | 112,805.71 # |
| 0000001071 | 07/14/2026 | AMAZON CAPITAL SERVICES                           | TECHNOLOGY SUPPLIES CAPITAL PROJECT             | Enc Transfer from FY26 TECH SUPPLIES      | 9,233.87 #   |
| 0000001072 | 07/14/2026 | AMERICAN OFFICE INSTALLER INC                     | IM RENOVATIONS MOVING                           |                                           | 26,992.50 #  |
| 0000001073 | 07/14/2026 | AXIS ARCHITECTURE P.C.                            | STORAGE BUILDING                                |                                           | 589.28 #     |
| 0000001074 | 07/14/2026 | GREAT DANE POWDER COATING INC                     | POWDER COATING                                  |                                           | 19,979.60    |
| 0000001075 | 07/14/2026 | IMAGEWORKS PAINTING INC                           | PAINTING N. PRIMARY SCHOOL COSTARS 354480       |                                           | 53,815.00    |
| 0000001076 | 07/14/2026 | LIOKAREAS CONSTRUCTION                            | IM RENOVATIONS                                  |                                           | 331,557.81 # |
| 0000001077 | 07/14/2026 | LUGAILA MECHANICAL                                | IM RENOVATIONS MECHANICAL                       |                                           | 54,106.32 #  |
| 0000001078 | 07/14/2026 | P J DICK INCORPORATED                             | IM RENOVATIONS                                  |                                           | 24,349.04 #  |
| 0000001079 | 07/14/2026 | PRESIDIO NETWORK SOLUTIONS, LLC                   | Enc Transfer from FY26 MERA KI LICENSES/ANTENNA |                                           | 2,742.30 #   |
| 0000001080 | 07/14/2026 | SCHOOL HEALTH CORPORATION                         | IM FURNITURE                                    |                                           | 963.04 #     |
| 0000001081 | 07/14/2026 | VRABEL PLUMBING COMPANY, LLC                      | IM RENOVATIONS PLUMBING                         |                                           | 8,469.00 #   |
| 0000001082 | 07/23/2026 | 2 KREW, INC                                       | Enc Transfer from FY26 SAFETY SUPPLIES          | Enc Transfer from FY26 VIDEO SURVEILLANCE | 53,375.00 #  |
| 0000001083 | 07/23/2026 | LUGAILA MECHANICAL                                | IM RENOVATIONS MECHANICAL                       |                                           | 7,355.36 #   |
| 0000001084 | 07/23/2026 | STILLIONS IT CONSULTING, LLC                      | JUNE 2026 INTERMEDIATE IT SERVICES              |                                           | 2,175.00 #   |
| 0000001085 | 07/23/2026 | TUCKER ARENSBERG, PC                              | PROFESSIONAL SERVICES                           |                                           | 2,682.50     |
| 0000001086 | 07/28/2026 | INVENTIONLAND LLC                                 | NORTH LIBRARY GRANT RENOVATION                  |                                           | 74,896.16    |
| 0000001087 | 08/03/2026 | ARTHUR J GALLAGHER RISK MANANGEMENT SERVICES, LLC | EXTENDED COVERAGE                               |                                           | 3,174.00     |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** CAPC - CAPITAL PROJECT CHECKING ACCOUNT    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
**Sort:** Payment Number

|                                                                        |                   |
|------------------------------------------------------------------------|-------------------|
| <b>39 - CAPITAL PROJECT FUND</b>                                       | <b>789,261.49</b> |
| <b>Grand Total All Funds</b>                                           | <b>789,261.49</b> |
| <b>Grand Total Credit Cards</b>                                        | <b>0.00</b>       |
| <b>Grand Total Direct Deposits</b>                                     | <b>0.00</b>       |
| <b>Grand Total Manual Checks</b>                                       | <b>0.00</b>       |
| <b>Grand Total Other Disbursement Non-negotiables</b>                  | <b>0.00</b>       |
| <b>Grand Total Procurement Card Other Disbursement Non-negotiables</b> | <b>0.00</b>       |
| <b>Grand Total Regular Checks</b>                                      | <b>789,261.49</b> |
| <b>Grand Total Virtual Payments</b>                                    | <b>0.00</b>       |
| <b>Grand Total All Payments</b>                                        | <b>789,261.49</b> |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                           | Description Of Purchase                         | Description Of Purchase               | Amount       |
|------------|------------|---------------------------------------|-------------------------------------------------|---------------------------------------|--------------|
| 0000070999 | 07/15/2026 | BERKHEIMER                            | DED: BERK - Full Payroll Pay Date:<br>7/15/2026 |                                       | 42.75        |
| 0000071000 | 07/15/2026 | PENNSYLVANIA 529 INVESTMENT<br>PLAN   | HOFFER 540579991135                             |                                       | 100.00       |
| 0000071001 | 07/15/2026 | MADISON NATIONAL LIFE INS. CO,<br>INC | JULY 2026 STD/LTD INSURANCE                     |                                       | 4,918.50     |
| 0000071002 | 07/15/2026 | MARY E MEGO                           | 07/15/2026 PAY                                  |                                       | 666.40       |
| 0000071003 | 07/15/2026 | PSEA HEALTH & WELFARE FUND            | JUNE 2026 DENTAL                                | JUNE 2026 VISION                      | 21,827.94 #  |
| 0000071004 | 07/15/2026 | WCPSHC                                | AUGUST 2026 HEALTH INS DISTRICT<br>COST         | JULY 2026 HEALTH INS DISTRICT<br>COST | 1,325,169.39 |
| 0000071005 | 07/18/2026 | 2 KREW, INC                           | BUILDING SECURITY SYSTEMS<br>REPAIR             |                                       | 997.80       |
| 0000071006 | 07/18/2026 | ADELPHOI EDUCATION INC                | TUITION                                         |                                       | 2,940.48 #   |
| 0000071007 | 07/18/2026 | AG PARTS WORLDWIDE, INC               | Enc Transfer from FY26 TECH<br>SUPPLIES         |                                       | 395.60 #     |
| 0000071008 | 07/18/2026 | ALLEGHENY INTERMEDIATE UNIT           | TECH SERVICES                                   | PROFESSIONAL SERVICES                 | 2,660.75     |
| 0000071009 | 07/18/2026 | ALLEGHENY TOWNSHIP                    | SAFETY & SECURITY SERVICES                      |                                       | 26,008.22    |
| 0000071010 | 07/18/2026 | AMAZON CAPITAL SERVICES               | SUPPLIES                                        |                                       | 98.99 #      |
| 0000071011 | 07/18/2026 | ANN MARIE GETTY TAX<br>COLLECTOR      | TAX COLLECTOR SUPPLIES                          |                                       | 1,431.55     |
| 0000071012 | 07/18/2026 | ARBITERSPORTS LLC                     | PLUS PACKAGE                                    |                                       | 2,407.50     |
| 0000071013 | 07/18/2026 | ARLENE KLINK                          | TAX COLLECTOR SUPPLIES                          |                                       | 1,455.00     |
| 0000071014 | 07/18/2026 | BOROUGH OF VANDERGRIFT                | SRO EAST PRIMARY                                |                                       | 6,738.17 #   |
| 0000071015 | 07/18/2026 | BRAINPOP                              | RENEWAL FOR 26-27 SCHOOL YEAR<br>UPPER          |                                       | 3,188.25     |
| 0000071016 | 07/18/2026 | BUTLER AREA SCHOOL DISTRICT           | TUITION                                         |                                       | 12,757.89 #  |
| 0000071017 | 07/18/2026 | CAPITAL TECHNOLOGIES INC.             | WATER TREATMENT                                 |                                       | 5,000.00     |
| 0000071018 | 07/18/2026 | CDW GOVERNMENT INC.                   | GOOGLE VOICE                                    |                                       | 385.16 #     |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                                     | Description Of Purchase             | Description Of Purchase            | Amount      |
|------------|------------|-------------------------------------------------|-------------------------------------|------------------------------------|-------------|
| 0000071019 | 07/18/2026 | COMCAST                                         | PHONE LINES                         |                                    | 204.48      |
| 0000071020 | 07/18/2026 | COMCAST                                         | PHONE LINES                         |                                    | 710.12 #    |
| 0000071021 | 07/18/2026 | CRITICAL RESPONSE GROUP, INC                    | Enc Transfer from FY26 SECURITY     |                                    | 10,587.50 # |
| 0000071022 | 07/18/2026 | D.H. BERTENTHAL & SONS                          | SUMMER CLEANING ITEMS               |                                    | 4,404.00 #  |
| 0000071023 | 07/18/2026 | DAY SCHOOL                                      | TUITION ESY                         |                                    | 10,000.00 # |
| 0000071024 | 07/18/2026 | DILLON MCCANDLESS KING<br>COULTER & GRAHAM, LLP | LEGAL SERVICE                       |                                    | 6,435.00    |
| 0000071025 | 07/18/2026 | EDLIO, LLC COLLECTIONS                          | TECH SUPPLIES                       |                                    | 17,800.00   |
| 0000071026 | 07/18/2026 | ENGAGE KIDZ, LLC                                | PROFESSIONAL SERVICES               |                                    | 831.75 #    |
| 0000071027 | 07/18/2026 | EQUIPARTS                                       | SOUTH TOILETS REPAIRS               |                                    | 1,115.96    |
| 0000071028 | 07/18/2026 | FACILITIES MANAGEMENT<br>SYSTEMS, INC           | FACILITIES MAINTENANCE              | SUPPLIES                           | 16,387.80   |
| 0000071029 | 07/18/2026 | FNB COMMERCIAL CREDIT CARD                      | Enc Transfer from FY26 FNB CC       | PSBA HANDBOOKS                     | 1,887.82 #  |
| 0000071030 | 07/18/2026 | FRONTLINE TECHNOLOGIES                          | ANALYTICS SOLUTION                  | ABSENCE & SUBSTITUTE<br>MANAGEMENT | 40,922.81   |
| 0000071031 | 07/18/2026 | GREENSBURG SALEM<br>VOLLEYBALL BOOSTERS         | JV VOLLEYBALL TOURNAMENT            |                                    | 250.00      |
| 0000071032 | 07/18/2026 | ISCORP                                          | TECH SUPPLIES                       |                                    | 5,038.00    |
| 0000071033 | 07/18/2026 | J.C. EHRLICH CO. INC.                           | VEGETATION MANAGEMENT               |                                    | 8,986.15 #  |
| 0000071034 | 07/18/2026 | J.N. SHEFFEY ASSOCIATES                         | PROFESSIONAL SERVICES               |                                    | 600.00 #    |
| 0000071035 | 07/18/2026 | KA NORTH PRIMARY PTO                            | FIELD TRIP EXPENSE<br>REIMBURSEMENT |                                    | 1,250.00 #  |
| 0000071036 | 07/18/2026 | KEYSOLUTION STAFFING LLC                        | PROFESSIONAL SERVICES               |                                    | 49,395.00 # |
| 0000071037 | 07/18/2026 | KVWPCA                                          | SEWAGE                              |                                    | 905.00      |
| 0000071038 | 07/18/2026 | M.A.W.T.                                        | SEWAGE                              |                                    | 1,584.00    |
| 0000071039 | 07/18/2026 | MHY FAMILY SERVICES                             | TUITION                             |                                    | 4,009.00 #  |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                           | Description Of Purchase                        | Description Of Purchase                       | Amount      |
|------------|------------|---------------------------------------|------------------------------------------------|-----------------------------------------------|-------------|
| 0000071040 | 07/18/2026 | MONTOUR SCHOOL DISTRICT               | TUITION                                        |                                               | 4,750.00 #  |
| 0000071041 | 07/18/2026 | OIL CITY AREA S.D.                    | TUITION                                        |                                               | 14,796.34 # |
| 0000071042 | 07/18/2026 | PA PRINCIPALS ASSOCIATION             | PRINCIPAL MEMBERSHIP RENEWAL-<br>MATTHEW SMITH | PRINCIPAL MEMBERSHIP<br>RENEWAL-ALICIA SZAREK | 1,840.00    |
| 0000071043 | 07/18/2026 | PENSKE TRUCK LEASING CO LP            | BAND RENTALS VAN/TRUCKS                        |                                               | 42.58 #     |
| 0000071044 | 07/18/2026 | PLUM GIRLS VOLLEYBALL<br>BOOSTERS     | PLUM VOLLEYBALL TOURNAMENT                     |                                               | 200.00      |
| 0000071045 | 07/18/2026 | POWERSCHOOL GROUP, LLC                | TECH SUPPLIES                                  |                                               | 10,205.02   |
| 0000071046 | 07/18/2026 | PRAC HOLDINGS, INC                    | PROFESSIONAL SERVICES                          |                                               | 1,800.00 #  |
| 0000071047 | 07/18/2026 | SCHREC'S WHEELS AND TIRES             | VEHICLE MAINTENANCE WH TRUCK<br>F350           |                                               | 1,453.14    |
| 0000071048 | 07/18/2026 | SEVIC LANDSCAPE & SUPPLY LLC          | HS MULCH                                       |                                               | 233.94      |
| 0000071049 | 07/18/2026 | SKYWARD INC                           | SKYWARD STUDENT<br>MANAGEMENT/ENROLLMENT       |                                               | 30,777.00   |
| 0000071050 | 07/18/2026 | SMARTPASS, INC                        | TECH SUPPLIES                                  |                                               | 11,220.00   |
| 0000071051 | 07/18/2026 | SPRINGHILL SERVICE AND<br>REPAIR, LLC | VEHICLE MAINTENANCE                            |                                               | 1,644.10    |
| 0000071052 | 07/18/2026 | STILLIONS IT CONSULTING, LLC          | JUNE 2026 IT SERVICES                          |                                               | 412.50 #    |
| 0000071053 | 07/18/2026 | STRYKER FLEX FINANCIAL                | AED'S                                          |                                               | 6,733.44    |
| 0000071054 | 07/18/2026 | SUNBELT RENTALS INC                   | GENERATOR FOR GRADUATION                       |                                               | 1,742.00 #  |
| 0000071055 | 07/18/2026 | THE WATSON INSTITUTE                  | TUITION ESY                                    |                                               | 7,370.00 #  |
| 0000071056 | 07/18/2026 | TOSHIBA AMERICA BUSINESS<br>SOLUTIONS | OVERAGE CHARGES                                |                                               | 284.00      |
| 0000071057 | 07/18/2026 | TOSHIBA FINANCIAL SERVICES            | COPIER LEASE                                   |                                               | 7,341.66    |
| 0000071058 | 07/18/2026 | TRANE                                 | ADAPTER BOARD AC                               |                                               | 1,696.46 #  |
| 0000071059 | 07/18/2026 | TREASURER WESTMORELAND<br>COUNTY      | TAX COLLECTOR DUPLICATE<br>CHARGES             |                                               | 60.85 #     |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort:** Payment Number

| Payment #  | Paymnt Dt  | Vendor Name                                  | Description Of Purchase                                        | Description Of Purchase                    | Amount      |
|------------|------------|----------------------------------------------|----------------------------------------------------------------|--------------------------------------------|-------------|
| 0000071060 | 07/18/2026 | UNITED ENERGY TRADING, LLC                   | NATURAL GAS                                                    |                                            | 1,005.00 #  |
| 0000071061 | 07/18/2026 | UPMC HEALTH BENEFITS                         | ANNUAL PAYMENT WORKER'S COMP                                   |                                            | 102,577.00  |
| 0000071062 | 07/18/2026 | US BANK                                      | BOND PAYMENT                                                   |                                            | 600.00 #    |
| 0000071063 | 07/18/2026 | VIEWPOINT PRODUCTION SERVICES                | Enc Transfer from FY26 GRADUATION SUPPLIES-PRODUCTION SERVICES |                                            | 9,100.00 #  |
| 0000071064 | 07/18/2026 | WARREN COUNTY SCHOOL DISTRICT                | TUITION                                                        |                                            | 3,086.47 #  |
| 0000071065 | 07/18/2026 | WASHINGTON TOWNSHIP                          | SRO FOR UPPER AND SOUTH                                        | AUG 2026 SRO                               | 32,191.08   |
| 0000071066 | 07/18/2026 | WEST CENTRAL EQUIPMENT, LLC                  | PARTS-HS MOWER                                                 |                                            | 148.54 #    |
| 0000071067 | 07/18/2026 | WEST PENN POWER                              | ELECTRICITY                                                    |                                            | 55,089.17   |
| 0000071068 | 07/18/2026 | WESTMORELAND I.U.                            | TUITION                                                        |                                            | 46,183.34 # |
| 0000071069 | 07/20/2026 | MADISON NATIONAL LIFE INS. CO, INC           | FICA FOR DISABILITY CLAIMS                                     |                                            | 150.29 #    |
| 0000071070 | 07/21/2026 | FNB COMMERCIAL CREDIT CARD                   | RETURNS FED EX TECH                                            |                                            | 4.50        |
| 0000071071 | 07/23/2026 | ARLENE KLINK                                 | 2ND QTR 2026 LST TAX                                           |                                            | 634.34 #    |
| 0000071072 | 07/23/2026 | CM REGENT LLC                                | JULY 2026 LIFE INSURANCE                                       | JULY 2026 LIFE INSURANCE- RETIREES         | 1,843.25    |
| 0000071073 | 07/23/2026 | AMAZON CAPITAL SERVICES                      | GENERAL SUPPLIES FOR 26-27 SCHOOL YEAR                         | ELA & SOCIAL STUDIES SUPPLIES FOR 26-27 SY | 1,815.90    |
| 0000071074 | 07/23/2026 | CLEVER, INC                                  | TECH SUPPLIES                                                  |                                            | 4,845.00    |
| 0000071075 | 07/23/2026 | D.H. BERTENTHAL & SONS                       | OP/MAINT-SUPPLIES                                              | OP/MAINT- SUPPLIES - INTERMEDI             | 646.91      |
| 0000071076 | 07/23/2026 | DIRECT ENERGY BUSINESS                       | ELECTRICITY                                                    |                                            | 560.07      |
| 0000071077 | 07/23/2026 | DONGHIA LUMBER CO.                           | EAST - KEYS                                                    |                                            | 9.95        |
| 0000071078 | 07/23/2026 | EAST SUBURBAN SPORTS MEDICINE CENTER         | ATHLETIC TRAINING SERVICES                                     |                                            | 26,250.00   |
| 0000071079 | 07/23/2026 | FAMILY COUNSELING CENTER OF ARMSTRONG COUNTY | 4950.00                                                        | EDUCATIONAL STUDENT SERVICES RED ED        | 9,500.00 #  |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                           | Description Of Purchase                             | Description Of Purchase        | Amount     |
|------------|------------|---------------------------------------|-----------------------------------------------------|--------------------------------|------------|
| 0000071080 | 07/23/2026 | FIBER ASSETCO LLC dba ZAYO            | INTERNET                                            |                                | 1,000.00   |
| 0000071081 | 07/23/2026 | GIMKIT                                | SUBSCRIPTION RENEWAL FOR 26-27<br>SCHOOL YEAR       |                                | 650.00     |
| 0000071082 | 07/23/2026 | GRAINGER                              | OP/MAINT-SUPPLIES - HIGH SCHOO                      |                                | 2,211.88   |
| 0000071083 | 07/23/2026 | GRECO GAS                             | CARBON DIOXIDE                                      |                                | 210.55     |
| 0000071084 | 07/23/2026 | INCIDENT IQ, LLC                      | TECH SUPPLIES                                       |                                | 15,403.87  |
| 0000071085 | 07/23/2026 | J.C. EHRLICH CO. INC.                 | VEGETATION MANAGEMENT                               |                                | 4,958.00 # |
| 0000071086 | 07/23/2026 | MATH MEDIC                            | MATH MEDIC PLUS-INTO STATS-ZACH<br>JANKOWSKI        |                                | 325.00     |
| 0000071087 | 07/23/2026 | MINUTEMAN PRESS                       | LETTERHEAD/DARREN KENNEDY                           | SUPPLY                         | 297.31 #   |
| 0000071088 | 07/23/2026 | MONTOUR SCHOOL DISTRICT               | TUITION                                             |                                | 750.00 #   |
| 0000071089 | 07/23/2026 | NEW STORY SCHOOLS                     | ESY TUITION                                         |                                | 4,488.00 # |
| 0000071090 | 07/23/2026 | PA PRINCIPALS ASSOCIATION             | MEMBERSHIP RENEWAL FOR<br>MAGGIE NICHOLAS           |                                | 605.00     |
| 0000071091 | 07/23/2026 | PMEA                                  | BAND-MEMBERSHIP RENEWALS                            |                                | 300.00     |
| 0000071092 | 07/23/2026 | RIDDELL ALL AMERICAN SPORTS           | SHOULDER PADS                                       |                                | 3,500.00   |
| 0000071093 | 07/23/2026 | SCHOLASTIC INC                        | SCHOLASTIC CLASSROOM<br>MAGAZINES RENEWAL FOR 26-27 |                                | 1,978.80   |
| 0000071094 | 07/23/2026 | SHANK WASTE SERVICE, INC              | HS DUMPSTER                                         |                                | 50.00      |
| 0000071095 | 07/23/2026 | STANFORD HOME CENTER                  | OP/MAINT-SUPPLIES - HIGH SCHOO                      | OP/MAINT-SUPPLIES              | 371.85     |
| 0000071096 | 07/23/2026 | THE WESTERN PA SCHOOL FOR<br>THE DEAF | PROFESSIONAL SERVICES                               |                                | 1,475.78 # |
| 0000071097 | 07/23/2026 | VERIZON WIRELESS                      | MOBILE PHONES                                       |                                | 527.83     |
| 0000071098 | 07/23/2026 | WCMEA                                 | BAND-TEACHER DUES                                   |                                | 45.00      |
| 0000071099 | 07/23/2026 | WESTARM PHYSICAL THERAPY              | PROFESSIONAL SERVICES                               |                                | 3,517.50 # |
| 0000071100 | 07/23/2026 | WESTMORELAND COUNTY<br>SPECIAL        | ATHLETICS - BOY'S SPORTS - CRO                      | ATHLETICS - GIRL'S SPORTS - CR | 890.00     |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                      | Description Of Purchase                                        | Description Of Purchase                         | Amount     |
|------------|------------|----------------------------------|----------------------------------------------------------------|-------------------------------------------------|------------|
| 0000071101 | 07/23/2026 | DIRECT ENERGY BUSINESS           | ELECTRICITY                                                    |                                                 | 3,937.45   |
| 0000071102 | 07/31/2026 | AFLAC                            | DED: AFLC - Full Payroll Pay Date:<br>7/31/2026                | DED: AFLC - Full Payroll Pay Date:<br>7/15/2026 | 3,286.24   |
| 0000071103 | 07/31/2026 | PENNSYLVANIA 529 INVESTMENT PLAN | HOFFER 540579991135                                            |                                                 | 100.00     |
| 0000071104 | 08/03/2026 | 1-TOM PLUMBER PITTSBURGH         | SNAKE TOILET AT NORTH                                          |                                                 | 999.00     |
| 0000071105 | 08/03/2026 | AG PARTS WORLDWIDE, INC          | TECH SUPPLIES                                                  |                                                 | 5,153.40   |
| 0000071106 | 08/03/2026 | ALLEGHENY CLINIC                 | SERVICES PROVIDED BY AHN DR. DEFELICE                          |                                                 | 1,458.33   |
| 0000071107 | 08/03/2026 | ALLEGHENY POOL SERVICES CO       | POOL SERVICE AGREEMENT                                         |                                                 | 476.67     |
| 0000071108 | 08/03/2026 | AMAZON CAPITAL SERVICES          | GENERAL OFFICE SUPPLIES                                        | SHREDDER FOR OFFICE                             | 1,154.61   |
| 0000071109 | 08/03/2026 | BOROUGH OF VANDERGRIFT           | EAST SRO                                                       | SEWAGE RECOVERY                                 | 0.00       |
| 0000071110 | 08/03/2026 | BURTT'S CREATIVE SOLUTIONS INC   | SEWAGE MAINTENANCE, SLUDGE REMOVAL, FILTER CLEANING            |                                                 | 7,245.45   |
| 0000071111 | 08/03/2026 | CDW GOVERNMENT INC.              | TECH SUPPLIES                                                  |                                                 | 387.74     |
| 0000071112 | 08/03/2026 | CENTURY SPORTS INC               | Enc Transfer from FY26 STARTING BLANKS                         |                                                 | 612.34 #   |
| 0000071113 | 08/03/2026 | COMBUSTION SERVICE & EQUIPMENT   | Enc Transfer from FY26 SERVICE AGREEMENT FOR 25-26 SCHOOL YEAR |                                                 | 5,631.00 # |
| 0000071114 | 08/03/2026 | COMCAST                          | PHONE LINES                                                    |                                                 | 751.50     |
| 0000071115 | 08/03/2026 | COMCAST                          | PHONE LINES                                                    |                                                 | 676.22     |
| 0000071116 | 08/03/2026 | DIRECT ENERGY BUSINESS           | ELECTRICITY                                                    |                                                 | 29,330.67  |
| 0000071117 | 08/03/2026 | DONGHIA LUMBER CO.               | WAREHOUSE KUBOTA EPOXY                                         |                                                 | 7.79       |
| 0000071118 | 08/03/2026 | DQE COMMUNICATIONS LLC           | ETHERNET                                                       |                                                 | 4,525.00   |
| 0000071119 | 08/03/2026 | ELITE SPORTSWEAR LP              | CHEERLEADING POMPOMS                                           |                                                 | 1,688.70   |
| 0000071120 | 08/03/2026 | GOPHER SPORT                     | PHYS ED SUPPLIES                                               |                                                 | 301.04     |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                                  | Description Of Purchase                                           | Description Of Purchase        | Amount     |
|------------|------------|----------------------------------------------|-------------------------------------------------------------------|--------------------------------|------------|
| 0000071121 | 08/03/2026 | GRAINGER                                     | OP/MAINT-SUPPLIES - HIGH SCHOO                                    |                                | 2,313.39   |
| 0000071122 | 08/03/2026 | GRECO GAS                                    | Enc Transfer from FY26 CARBON DIOXIDE                             |                                | 210.55 #   |
| 0000071123 | 08/03/2026 | HEILMAN SUPPLY                               | OP/MAINT-SUPPLIES                                                 | OP/MAINT-SUPPLIES - HIGH SCHOO | 207.88     |
| 0000071124 | 08/03/2026 | HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY | Curriculum Books Periodicals                                      |                                | 814,238.82 |
| 0000071125 | 08/03/2026 | HSLC                                         | LIBRARY SUBSCRIPTIONS                                             |                                | 325.00     |
| 0000071126 | 08/03/2026 | HUDL                                         | HUDL TRIPOD                                                       |                                | 500.00     |
| 0000071127 | 08/03/2026 | J.C. EHRLICH CO. INC.                        | OP/MAINT-EXTERMINATION SERVICE                                    |                                | 673.12     |
| 0000071128 | 08/03/2026 | JACK'S AUTO PARTS                            | HS SKY JACK                                                       |                                | 51.83      |
| 0000071129 | 08/03/2026 | JEFF'S SEWING STATION                        | SEWING MACHINE REPAIR PAYMENT                                     |                                | 947.50     |
| 0000071130 | 08/03/2026 | KEYSOURCE EDUCATIONAL STAFFING               | PROFESSIONAL SERVICES                                             |                                | 15,704.26  |
| 0000071131 | 08/03/2026 | KURTZ BROS                                   | GENERAL SUPPLIES                                                  |                                | 11,240.93  |
| 0000071132 | 08/03/2026 | M.A.A.T.                                     | SEWAGE                                                            |                                | 10,568.22  |
| 0000071133 | 08/03/2026 | MATTHEW SHANNON                              | REIMBURSEMENT WORK BOOTS                                          |                                | 150.00     |
| 0000071134 | 08/03/2026 | MICHAEL & JENNA JONES                        | PARENT TRANSPORT                                                  |                                | 403.68     |
| 0000071135 | 08/03/2026 | MURRAY AUTOMOTIVE ELECTRIC                   | RATCHET STRAPS, SWITCH ASSEMBLIES                                 |                                | 177.58     |
| 0000071136 | 08/03/2026 | MYERS TRANSPORTATION                         | ATHLETICS - TRANSPORTATION - D                                    |                                | 4,912.50 # |
| 0000071137 | 08/03/2026 | PA PRINCIPALS ASSOCIATION                    | PRINCIPAL SVS-DUES & FEES - MICHAEL CARDAMONE-PA PRINCIPALS ASSOC |                                | 605.00     |
| 0000071138 | 08/03/2026 | PANORAMA EDUCATION, INC.                     | CURRICULUM TECH SUPPLIES                                          |                                | 5,802.50   |
| 0000071139 | 08/03/2026 | PENNSYLVANIA MATHEMATICS LEAGUE              | STUDENT COMPETITION - MATH                                        |                                | 100.00     |
| 0000071140 | 08/03/2026 | PIAA                                         | PIAA MEMBERSHIP FEE                                               |                                | 625.00     |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                                | Description Of Purchase                      | Description Of Purchase        | Amount      |
|------------|------------|--------------------------------------------|----------------------------------------------|--------------------------------|-------------|
| 0000071141 | 08/03/2026 | PIMBA                                      | BAND-MEMBERSHIP DUES/STUDENT REGISTRATION    |                                | 600.00      |
| 0000071142 | 08/03/2026 | PINE RICHLAND BOYS SOCCER BOOSTERS         | SOCCER CLASSIC TOURNAMENT                    |                                | 400.00      |
| 0000071143 | 08/03/2026 | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC | POSTAGE METER LEASE                          |                                | 456.39      |
| 0000071144 | 08/03/2026 | PMEA                                       | BAND-MEMBERSHIP RENEWALS                     |                                | 150.00      |
| 0000071145 | 08/03/2026 | POSITIVE PROMOTIONS INC                    | 4TH GRADE CLASSROOM SUPPLIES                 | SHIPPING                       | 270.71      |
| 0000071146 | 08/03/2026 | QUILL CORPORATION                          | GENERAL SUPPLIES - HIGH SCHOOL               | GENERAL SUPPLIES - INTERMEDIAT | 11,046.58   |
| 0000071147 | 08/03/2026 | RAPTOR TECHNOLOGIES LLC                    | RAPTOR BADGES                                | RAPTOR BADGES.                 | 585.00      |
| 0000071148 | 08/03/2026 | SAINT VINCENT COLLEGE                      | PROGRAMMING                                  |                                | 1,522.00    |
| 0000071149 | 08/03/2026 | SCHAEDLER YESCO DISTRIBUTION INC.          | HS LAMP HOLDER                               |                                | 9.00        |
| 0000071150 | 08/03/2026 | SCHOOL SPECIALTY, LLC                      | GENERAL SUPPLIES                             |                                | 3,407.98    |
| 0000071151 | 08/03/2026 | SHANK WASTE SERVICE, INC                   | DUMPSTER RENTAL                              |                                | 80.00       |
| 0000071152 | 08/03/2026 | SMITH BUS COMPANY                          | TRANSPORTATION STUDENT/VO TECH/NON PUB/SP ED |                                | 98,494.32 # |
| 0000071153 | 08/03/2026 | SPARTAN COMMUNICATION CABLING              | TECH SUPPLIES                                |                                | 619.24      |
| 0000071154 | 08/03/2026 | SQUIRRELS LLC                              | TECH SUPPLIES                                |                                | 2,250.00    |
| 0000071155 | 08/03/2026 | STRYKER FLEX FINANCIAL                     | SAFETY SUPPLIES                              |                                | 6,733.44    |
| 0000071156 | 08/03/2026 | T.F. CAMPBELL CO                           | ADJ TRIP POINT SWITCHES                      |                                | 626.95      |
| 0000071157 | 08/03/2026 | TRIB TOTAL MEDIA                           | LEGAL AD                                     |                                | 62.25       |
| 0000071158 | 08/03/2026 | TYLER TECHNOLOGIES                         | TECHNOLOGY ONLINE SUBSCRIPTIONS AND SOFTWARE |                                | 203,526.00  |
| 0000071159 | 08/03/2026 | UNITED REFRIGERATION INC                   | CONTRACTED REPAIR/MAINT SERVIC               |                                | 4,380.30    |
| 0000071160 | 08/03/2026 | WESTMORELAND COUNTY PARKS                  | ATHLETICS - GIRL'S SPORTS - CR               | ATHLETICS - BOY'S SPORTS - CRO | 890.00 #    |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING      **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                    | Description Of Purchase                           | Description Of Purchase | Amount     |
|------------|------------|--------------------------------|---------------------------------------------------|-------------------------|------------|
| 0000071161 | 08/03/2026 | WEVIDEO INC                    | RENEWAL OF WEVIDEO FOR ANNOUNCEMENTS              |                         | 89.00      |
| 0000071162 | 08/06/2026 | ALLEGHENY POOL SERVICES CO     | POOL SERVICE AGREEMENT                            |                         | 476.67     |
| 0000071163 | 08/06/2026 | AMAZON CAPITAL SERVICES        | 3RD CLASSROOM SUPPLIES                            | GENERAL OFFICE SUPPLIES | 16,168.52  |
| 0000071164 | 08/06/2026 | BOROUGH OF VANDERGRIFT         | EAST SRO JUNE 2026                                |                         | 6,738.17 # |
| 0000071165 | 08/06/2026 | BOROUGH OF VANDERGRIFT         | SEWAGE                                            |                         | 88.80      |
| 0000071166 | 08/06/2026 | CCIU                           | TECH SUPPLIES                                     |                         | 74,060.00  |
| 0000071167 | 08/06/2026 | FIBER ASSETCO LLC dba ZAYO     | INTERNET                                          |                         | 1,000.00   |
| 0000071168 | 08/06/2026 | GLENN BUSH FORD INC            | WH F350 REPAIRS                                   |                         | 339.49     |
| 0000071169 | 08/06/2026 | GOPHER SPORT                   | NEW PHYSICAL EDU. EQUIPMENT FOR 26-27 SCHOOL YEAR |                         | 1,178.84   |
| 0000071170 | 08/06/2026 | HAWTHORNE EDUCATIONAL SERVICES | SUPPLIES- PSYCHOLOGIST                            |                         | 106.35     |
| 0000071171 | 08/06/2026 | ISTE+ASCD                      | ANNUAL PRINCIPAL MEMBERSHIP                       |                         | 158.00     |
| 0000071172 | 08/06/2026 | KURTZ BROS                     | GENERAL OFFICE SUPPLIES                           | GENERAL SUPPLIES        | 3,808.73   |
| 0000071173 | 08/06/2026 | KVWPCA                         | SEWAGE                                            |                         | 393.50     |
| 0000071174 | 08/06/2026 | LAKESHORE LEARNING MATERIALS   | SUPPLIES REQUESTED BY MATH DEPT 26-27 SCHOOL YEAR |                         | 362.90     |
| 0000071175 | 08/06/2026 | LANCASTER-LEBANON IU 13        | TECH SUPPLIES                                     |                         | 23,804.40  |
| 0000071176 | 08/06/2026 | M.A.W.C.                       | WATER                                             |                         | 4,716.34   |
| 0000071177 | 08/06/2026 | M.A.W.T.                       | SEWAGE                                            |                         | 1,584.00   |
| 0000071178 | 08/06/2026 | MURRAY AUTOMOTIVE ELECTRIC     | WH EQUIPMENT TRAILER                              |                         | 195.28     |
| 0000071179 | 08/06/2026 | PA PRINCIPALS ASSOCIATION      | MEMBERSHIP RENEWAL FOR RYAN QUINTON               |                         | 605.00     |
| 0000071180 | 08/06/2026 | PEOPLES GAS COMPANY LLC        | NATURAL GAS                                       |                         | 225.60     |
| 0000071181 | 08/06/2026 | POSITIVE PROMOTIONS INC        | 4TH GRADE SUPPLIES                                |                         | 270.71     |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

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**Sort: Payment Number**

| Payment #  | Paymnt Dt  | Vendor Name                                | Description Of Purchase                                       | Description Of Purchase                      | Amount      |
|------------|------------|--------------------------------------------|---------------------------------------------------------------|----------------------------------------------|-------------|
| 0000071182 | 08/06/2026 | RAPTOR TECHNOLOGIES LLC                    | RAPTOR BADGES                                                 |                                              | 295.00      |
| 0000071183 | 08/06/2026 | RIDDELL ALL AMERICAN SPORTS                | FOOTBALL HELMETS                                              |                                              | 10,829.95   |
| 0000071184 | 08/06/2026 | SMITH BUS COMPANY                          | STUDENT TRANSPORTATION                                        | NON PUBLIC TRANSPORTATION                    | 31,076.56 # |
| 0000071185 | 08/06/2026 | STANFORD HOME CENTER                       | GENERAL SUPPLIES - KISKI AREA                                 |                                              | 1,060.76    |
| 0000071186 | 08/06/2026 | STILLIONS IT CONSULTING, LLC               | TECH SUPPLIES                                                 |                                              | 918.75      |
| 0000071187 | 08/06/2026 | TOSHIBA FINANCIAL SERVICES                 | COPIER LEASE                                                  |                                              | 14,683.32   |
| 0000071188 | 08/06/2026 | WEST CENTRAL EQUIPMENT, LLC                | HS MOWER PARTS                                                |                                              | 327.00      |
| 0000071189 | 08/06/2026 | BRADEN HOFFER                              | MAY MILEAGE                                                   | JULY MILEAGE                                 | 138.91 #    |
| 0000071190 | 08/06/2026 | MATT SMITH                                 | MAY MILEAGE                                                   | JULY MILEAGE                                 | 70.62 #     |
| D000000117 | 07/15/2026 | KISKI AREA EDUCATION FOUNDATION            | DED: KAEF - Full Payroll Pay Date: 7/15/2026                  |                                              | 473.00 D    |
| D000000118 | 07/15/2026 | UNITED WAY - WESTMORELAND CO               | DED: UNFD - Full Payroll Pay Date: 7/15/2026                  |                                              | 3.00 D      |
| D000000119 | 07/31/2026 | KISKI AREA EDUCATION SUPPORT PROFESSIONALS | DED: DUES - Full Payroll Pay Date: 7/31/2026                  |                                              | 675.00 D    |
| D000000120 | 07/31/2026 | PHEPLE FCU                                 | DED: CRUN - Full Payroll Pay Date: 7/31/2026                  | DED: CRUN - Full Payroll Pay Date: 7/15/2026 | 9,931.00 D  |
| D000000121 | 08/06/2026 | ALICIA SZAREK                              | MAY MILEAGE                                                   | JULY MILEAGE                                 | 60.76 # D   |
| D000000122 | 08/06/2026 | JULIE SCHLESSINGER                         | Enc Transfer from FY26 REIMBURSEMENT FINAL OVR LUNCH SUPPLIES |                                              | 64.97 # D   |
| D000000123 | 08/06/2026 | LYNN WIER                                  | JULY TRAVEL                                                   |                                              | 29.58 D     |
| D000000124 | 08/06/2026 | PEIJUNG CHOU                               | REIMBURSEMENT-TEACHING SUPPLIES-WORLD LANGUAGE                |                                              | 59.88 D     |

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## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING    **Payment Dates:** 07/10/2026 - 08/07/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
**Sort:** Payment Number

|                                                                 |              |
|-----------------------------------------------------------------|--------------|
| 10 - GENERAL FUND                                               | 3,527,554.37 |
| Grand Total All Funds                                           | 3,527,554.37 |
| Grand Total Credit Cards                                        | 0.00         |
| Grand Total Direct Deposits                                     | 11,297.19    |
| Grand Total Manual Checks                                       | (6,826.97)   |
| Grand Total Other Disbursement Non-negotiables                  | 0.00         |
| Grand Total Procurement Card Other Disbursement Non-negotiables | 0.00         |
| Grand Total Regular Checks                                      | 3,523,084.15 |
| Grand Total Virtual Payments                                    | 0.00         |
| Grand Total All Payments                                        | 3,527,554.37 |

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

| <b>Kisk Area Instrumental Boosters</b> |             |
|----------------------------------------|-------------|
| <b>2026 Volunteer Master List</b>      |             |
| First Name                             | Last Name   |
| Carmi                                  | Amarando    |
| Stephen                                | Amarando    |
| Steve                                  | Artman      |
| Madison                                | Artman      |
| Colleen                                | Aubele      |
| Dan                                    | Aubele      |
| Maycee                                 | Auden       |
| Mandy                                  | Bailey      |
| Tiffany                                | Baker       |
| Tamara                                 | Baum        |
| Gina                                   | Biltz       |
| Owen                                   | Biltz       |
| Randy                                  | Blankenship |
| Kelley                                 | Blash       |
| Clint                                  | Bleil       |
| Jen                                    | Bossio      |
| Jennifer                               | Bossio      |
| Charles                                | Bowser      |
| Sarah                                  | Bretzke     |
| Evan                                   | Brown       |
| Alec                                   | Cantor      |
| Chrissy                                | Carr        |
| Krystle                                | Castleberry |
| Jennifer                               | Celo        |
| Justin                                 | Celo        |
| Stefanie                               | Cerminara   |
| Chris                                  | Cerminara   |
| Victoria                               | Cessna      |
| Aaron                                  | Ciuca       |
| Kelly                                  | Ciuca       |
| Josh                                   | Costanzo    |
| Ashley                                 | Costanzo    |
| Christylynn                            | Crupie      |
| Matt                                   | Crupie      |
| Matt                                   | Crupie      |
| Casey                                  | Davis       |
| Ethan                                  | Davis       |
| Jennifer                               | DeSimone    |
| Sean                                   | Durkin      |
| Jodie                                  | Edder       |
| Nick                                   | Edder       |
| Becky                                  | Elms        |
| Rowan                                  | Fitch       |
| Matt                                   | Fuhrer      |
| Chris                                  | Gankosky    |
| Matt                                   | Gillott     |

| <b>Kisk Area Instrumental Boosters</b> |                     |
|----------------------------------------|---------------------|
| <b>2026 Volunteer Master List</b>      |                     |
| First Name                             | Last Name           |
| Colton                                 | Giordano            |
| Amy                                    | Gourley             |
| Jennifer                               | Gray                |
| Scott                                  | Gray                |
| Liza                                   | Hainan              |
| Robert                                 | Harris              |
| Mary                                   | Heberling           |
| Jenna                                  | Herstek             |
| Jackie                                 | Houston             |
| Dayna                                  | Hrin                |
| Anthony                                | Hrin                |
| Erin                                   | Hubbard             |
| Lindsey                                | Katora-Pityk        |
| Elizabeth                              | King                |
| Sherri                                 | Klingensmith        |
| Ryan                                   | Klingensmith        |
| Jared                                  | Kortz               |
| Shannon                                | Kotvas              |
| Kevin                                  | Kowalewski          |
| Renee                                  | Kowalewski          |
| Carly                                  | Kulick              |
| Rebecca                                | Lewandowski         |
| Leah                                   | McKee               |
| Rebekah                                | McKenzie            |
| Sara                                   | McMeans             |
| Kaylee                                 | Mohr                |
| Abigail                                | Mortensen           |
| Danielle                               | Morton-Klingensmith |
| Abby                                   | Moyher              |
| Stephanie                              | O'Donnell           |
| Jodie                                  | Orowitz             |
| Brian                                  | Orowitz             |
| Stevie                                 | Pachesky            |
| Terri                                  | Patterson           |
| Erin                                   | Pattison            |
| Scott                                  | Pattison            |
| Nancy                                  | Petrina             |
| Amanda                                 | Powell              |
| Jacob                                  | Riffer              |
| Jen                                    | Sager               |
| Jake                                   | Schade              |
| Kim                                    | Schade              |
| Jim                                    | Schaefer            |
| Joe                                    | Scheller            |
| Amanda                                 | Schroeder           |
| Linda                                  | Shaffer             |

| <b>Kisk Area Instrumental Boosters</b> |              |
|----------------------------------------|--------------|
| <b>2026 Volunteer Master List</b>      |              |
| First Name                             | Last Name    |
| Melissa                                | Shevlin      |
| Scott                                  | Shuttleworth |
| Jaime                                  | Silvis       |
| Ryan                                   | Silvis       |
| Cooper                                 | Sluka        |
| Cassie                                 | Snedecor     |
| Luke                                   | Snedecor     |
| Jolene                                 | Spadafora    |
| Frank                                  | Stanko       |
| Alissa                                 | Szewczak     |
| Hope                                   | Taylor       |
| Francene                               | Tucker       |
| Brett                                  | Tucker       |
| Jamie                                  | Varhola      |
| Joshua                                 | Varhola      |
| Lori                                   | Wagner       |
| Mary                                   | Walker       |
| Lindsay                                | Watkins      |
| Nathan                                 | Watkins      |
| Samuel                                 | Watson       |
| Luke                                   | Weiland      |
| Jessie                                 | Wills        |
| Heather                                | Wolfgang     |
| Kelly                                  | Wolfgang     |
| Pratik                                 | Yarlagadda   |
| Stephanie                              | Yauger       |
| Jason                                  | Yauger       |
| Noah                                   | Yauger       |
| Stacy                                  | Zeigler      |

# 2026-2027 Kiski Area School District Testing Program

In accordance with the recommendations of the Superintendent of the Schools and the approval of the Board of Education, a district-wide testing program has been designated to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement and aptitude.

| Grade             | Name of Test                                               | Purpose of Test                                                                                                   |
|-------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| K /<br>Pre-School | Kindergarten Screening<br>(Basic Education Skills Testing) | Determines strengths and weaknesses of students before kindergarten assignment.                                   |
| K - 6*            | Slosson Intelligence Test and/or K-Bit                     | Measures mental ability.                                                                                          |
| K - 8             | Star Early Literacy/Reading/Math                           | Computer-adaptive screener/progress monitoring/instructional planning tool for math, reading, and early literacy. |
| K - 11            | State Assessment Benchmark Exams                           | Practice and determination of growth areas of PA Academic Standards.                                              |
| K-12**            | Renaissance Fundamentals                                   | Pupil attitudes to self and school screener to identify factors related to motivation and confidence              |
| 2                 | Otis-Lennon                                                | Measures mental ability.                                                                                          |
| 3 - 8             | PA Assessment (PSSA): English Language Arts                | State-wide achievement assessment.                                                                                |
| 3 - 8             | PA Assessment (PSSA): Mathematics                          | State-wide achievement assessment.                                                                                |
| 5 & 8             | PA Assessment (PSSA): Science                              | State-wide achievement assessment.                                                                                |
| 3-11              | PA Firefly: ELA, Math, Keystone Alg. 1/Literature          | PDE created computer adaptive benchmark aligned to PA standards                                                   |
| 4                 | Music Aptitude / Timbre Preference Test                    | Determines strengths & weaknesses in tonal and rhythmic areas and instrument selection preference.                |
| 6                 | Vocal Skill Test                                           | Determines music course selection for 7th grade.                                                                  |
| 7 - 12            | Fitness Gram                                               | Measures the physical fitness of all students.                                                                    |
| 8 - 11            | Keystone Exams                                             | State-wide achievement assessment in Algebra 1, Biology, and Literature.                                          |
| 9**, 10**, 11     | PSAT                                                       | Preparation test for College Boards, measures math and verbal skills.                                             |
| 9 - 11**          | SAT / ACT                                                  | College entrance exams.                                                                                           |
| 9 - 12**          | AP Exams                                                   | End-of-course exams in Advanced Placement courses.                                                                |
| 11 & 12**         | Armed Services Vocational Aptitude Battery                 | Measures aptitude for military training.                                                                          |

Note: Various individual reading tests are administered as part of the Title I ESEA program.

\*Administered on an individual basis

\*\*Optional



KISKI AREA SCHOOL DISTRICT

CHANGE ORDER # 3

FOR CONSTRUCTION MANAGEMENT SERVICES

Fee Proposal (ASSUMES 1 MONTH EXTENSION) \*\*

P. J. Dick Incorporated proposes to provide construction management services to Kiski Area School District on the Renovations to Kiski Area SD Intermediate School project for an additional 1 months for a fixed fee of:

**\$34,144**

| 3. Construction Phase: (Additional 2 Add'l Months) |             |  |                 |  |
|----------------------------------------------------|-------------|--|-----------------|--|
| Function                                           | TOTAL HOURS |  | TOTAL COST      |  |
| Project Executive                                  | 12          |  | \$2,702         |  |
| Project Manager (Part Time)                        | 24          |  | \$3,550         |  |
| Project Superintendent/Coordinator                 | 173         |  | \$25,640        |  |
| Project Administration                             | 8           |  | \$524           |  |
| Safety Engineer                                    | 8           |  | \$728           |  |
| Accounting                                         | 0           |  | \$0             |  |
| Misc. Expenses                                     | 1 LS        |  | \$1,000         |  |
| Subtotals                                          | 225         |  | <b>\$34,144</b> |  |

I am duly authorized to sign this Price Proposal on behalf of the above named firm.

Signature:

Print Name:

John K. Taormina

Title:

Manager, K-12/CM Services Group

Date:

June 11, 2025

\*\* This proposal assumes a PROJECTED COMPLETION date at the end of June 2026.

|                                                                      |              |
|----------------------------------------------------------------------|--------------|
| ORIGINAL CONTRACT VALUE                                              | \$660,987.00 |
| NET CHANGE BY PREVIOUS CHANGE ORDERS                                 | \$190,365.80 |
| CONTRACT SUM PRIOR TO THIS CHANGE                                    | \$851,352.80 |
| CONTRACT SUM WILL BE INCREASED BY THIS CHANGE ORDER IN THE AMOUNT OF | \$34,144.00  |
| THE NEW CONTRACT SUM, INCLUDING THIS CHANGE ORDER, WILL BE           | \$885,496.80 |

John K Taormina  
Project Executive  
PJ Dick Inc

Richard Liberto  
Board Secretary  
Kiski Area School District