Proposals/Grant Awards:
-No Proposals/Grants Awards This Month-
Consultants/Contracted Services:

1. Life Skills 360, LLC ..... Page 1
2. University of Pittsburgh's Learning Research and Development Center - ..... Page 1-2 Summer Dreamers Academy
Payments Authorized:3. $17^{\text {th }}$ Annual African-American CAS City-Wide SymposiumPage 2
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5. Implementation of the Summer 2013 International Baccalaureate Diploma ..... Page 4 Programme Summer Program
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9. Partnership with Fashion Africana - CTE ..... Page 6
10. Donation from the BigLots2give Contest - Pittsburgh Greenfield PreK-8, ..... Page 6 Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-813. Adoption of revisions to Board Policy 308-Clearances/Background ChecksPage 6
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# AGENDA REVIEW COMMITTEE ON EDUCATION <br> March 13, 2013 

## DIRECTORS:

The Committee on Education recommends the adoption of the following resolutions, that the proper officers of the Board be authorized to enter into contracts relating to those resolutions and that authority be given to the staff to change account numbers, the periods of performance, and such other details as may be necessary to carry out the intent of the resolution, so long as the total amount of money carried in the resolution is not exceeded. Except that with respect to grants which are received as a direct result of Board action approving the submission of proposals to obtain them, the following procedures shall apply: Where the original grant is $\$ 1,000$ or less, the staff is authorized to receive and expend any increase over the original grant. Where the original grant is more than $\$ 1,000$, the staff is authorized to receive and expend any increase over the original grant, so long as the increase does not exceed fifteen percent ( $15 \%$ ) of the original grant. Increases in excess of fifteen percent ( $15 \%$ ) require additional Board authority.

## - No Proposals/Grant Awards This Month -

## Consultants/Contracted Services

RESOLVED, That the Board authorizes its proper officers to enter into contracts with the following individuals for the services and fees set forth in items 1 and 2 , inclusive.

## 1. Life Skills 360, LLC

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract Life Skills 360, LLC. This organization which is under the leadership of Charles Small and Penny Semaia will facilitate the April 2013 We Promise Summit. Mr. Semaia and Mr. Small were the lead facilitators at the initial summit in January. They will be instrumental in developing the content area such as study skills, networking and financial literacy for the We Promise Summit. In order to accommodate students and mentors, Life Skills 360 will provide six facilitators for the summit to facilitate the sessions. This contract will also continue to support our district goals of accelerating student achievement and eliminating racial disparities by providing additional support and resources to African American male students.

The operating period shall be from March 21, 2013 through May 15, 2013. The total contract amount shall not exceed $\$ 3,500$ from the account line 1000-010-2360-323.

## 2. University of Pittsburgh's Learning Research and Development Center - Summer Dreamers Academy

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize The Summer Dreamers to enter into a contract with the University of Pittsburgh's Learning Research and Development Center to plan and execute an evaluation of the non-academic social emotional and youth development impacts of the program. These include academic and social self-efficacy, self-concept, motivation, perseverance, confidence, positive peer relations, appropriate social behavior, and positive relations with adults. Results will inform program planning in future summers, and will be shared with funders to generate financial support to operate Summer Dreamers in coming years. This organization has been chosen through the RFP process. The proposal was selected after undergoing an extensive evaluation process.

The operating period shall be from April 1, 2013 through December 31, 2013. The total contract amount shall not exceed \$60,000 from account lines 4810-19U-1490-330 ( $\$ 20,000$ ) and 4810-24U-1490-330 (\$40,000).

## Payments Authorized

RESOLVED, That the Board authorize payments in the amounts set forth below to the following individuals, groups, and organizations, including School District employees and others who will participate in activities of the School District to provide services, as described in items 3 through 5 , inclusive.

## 3. $17^{\text {th }}$ Annual African-American CAS City-Wide Symposium

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment for the $17^{\text {th }}$ Annual African-American CAS City-Wide Symposium to be held at the Greenway Professional Development Center on April 26, 2013. The purpose of this annual event is to promote academic excellence among African American gifted students in the Pittsburgh Public High Schools. Two hundred and seventy five (275) students are expected to attend. This is a full day event where Gifted and Talented students attend several different break-out sessions on different topics that are conducted by various community leaders throughout the city of Pittsburgh. A large focus of the Symposium will be on developing leadership skills and proper preparation for college. The cost of breakfast and lunch will not exceed $\$ 3,000$ and the cost for transportation of students to and from the Greenway Professional Development Center from their respective schools will not exceed $\$ 1,500$.

The total payment amount shall not exceed \$4,500 from account lines 5243-01C-1243-582 (\$1,500) and 5243-01C-1243-635 (\$3,000).

## 4. Extended School Year (ESY) Services - Students with Disabilities

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to schools and/or organizations for providing Extended School Year (ESY) services for students with disabilities. ESY services are special education and related services provided to qualifying students with disabilities beyond the regular 180-day school calendar. Interruptions in special education programming may result in children with disabilities losing many basic skills. ESY services are provided during breaks in the educational schedule to prevent this loss. ESY is mandated by the State and Federal Departments of Education and must be considered for every child with a disability (those with IEP's) each year by the IEP team. To determine eligibility for ESY, the IEP team considers regression/recoupment data, maintenance of skills, independence from caregivers, and other determining factors mandated by IDEA.

Approved Private Schools/Licensed Private Schools - Students attending APS/LPS during the school year also must be considered for ESY. Eligibility and ESY programming are determined by the IEP team. The following are camps that are typically approved for ESY. However, the IEP team may determine that another ESY camp program is necessary. If so, PSE approval would also be needed. The program length will be from $4-6$ weeks with a 4 to 6 hour day.

The anticipated number of students attending ESY at Approved Private Schools/Licensed Private Schools is 120 with an approximate cost of $\$ 1,200-\$ 3,100$ per student.

- ACLD Summer Learning Program (Tillotson)
- PLEA
- Depaul
- John Merck Program
- Education Center at Watson
- Wesley Highland
- Western PA School for the Deaf
- Pace
- Easter Seals
- Auberle
- Friendship Academy
- Wesley Academy

ESY Camp Programs (various locations throughout the area) - ESY camp placements are recommended by IEP teams and must include PSE approval. Camps must address the students IEP and provide progress on the IEP goals. The following is a list of camps that provide ESY services to students. The program length will be from 4-8 weeks with an average of a 6 hour day. The anticipated number of students attending the ESY Camp Programs is 75 with an approximate cost of $\$ 2,200$ per student.

- Camp Aim
- Camp Deer Creek
- Chatham College Summer Day Camp
- Camp Speak
- Conductive Education

The total payment amount shall not exceed 5231-01D-1231-330 from account line $\$ 390,000$.

## 5. Celeta Hickman

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment for three-two hour professional learning sessions to be delivered by Celeta Hickman entitled "Inspiring Uplift, Community Building and Self Development", Afrocentric Arts Integration. These presentations will speak directly to the present work of our CRAE Artists, Teachers and Principals at Pittsburgh Montessori PreK-8, Pittsburgh Sunnyside PreK-8, Pittsburgh Lincoln PreK-5, and Pittsburgh Westinghouse Academy 6-12.
The objectives of the sessions are:

1) Offer insight to artists, teachers and principals on how to expand their approaches to include a wealth of arts integration methods that inspire uplift, community building and self-development.
2) Present ways to artists, teachers and principals that can teach children to look at the world from a culturally responsive center (i.e. Copernicus' theories are learned through the Dogon of Mali).
3) Present ways that artists, teachers and principals can create child-directed learning spaces.
4) Challenge CRAE artists, teachers and principals to refine their personal best approaches to working with children using Afrocentric and atheistic education techniques.
5) To craft realistic expectations of our individual genres using team building and role play.

The total payment amount shall not exceed \$1,090 from account line 400-16J-2260-324.

## General Authorization

RESOLVED, That the Board authorizes its proper officers to approve the following actions as set forth in items 6 through 14, inclusive.

## 6. Implementation of the Summer 2013 AP Summer Academy Program

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to implement the 2013 AP Summer Academy Program at Carnegie Mellon University. 2013 marks the third year of the program. The AP Summer Academy Program will be open to PPS high school students planning to take an AP class during the 20132014 school year. The purpose of the AP Summer Academy is to prepare students for AP classes, develop prerequisite skills and help build confidence, particularly among lowincome and minority students. The program will be promoted through communications materials and school-based AP Champions and AP teachers. Up to ten (10) AP content areas will be offered to a maximum of 250 students, and will run from July 15-August 2 . We will hire up to ten (10) district teachers to facilitate the sessions and rent up to six (6) classrooms for up to fifteen (15) days at Carnegie Mellon University. Transportation will be provided, as weekly bus passes will be purchased from the Gifted and Talented general fund. A total of 133 seats were filled at the 2012 AP Summer Academy. 74\% of these students enrolled in the respective AP course during the 2012-2013 schools year. $89 \%$ of students who attended the 2012 AP Summer Academy and enrolled in the AP course received a $1^{\text {st }}$ quarter grade of a $B$ or higher. Approximately 1,180 individual students enrolled in 1 or more Advanced Placement courses during the 2012-2013 school year.

The total cost of this action shall not exceed $\$ 83,000$ from account lines 5243-01C-1243519 (\$15,000), 4600-16U-2260-441 (\$10,000), 4600-16U-2260-125 (\$50,000), 4600-16U-2260-530 (\$7,000), and 4600-16U-2260-519 (\$1,000).

## 7. Implementation of the Summer 2013 International Baccalaureate Diploma Programme Summer Program

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to implement the 2013 International Baccalaureate Diploma Programme (IBDP) Summer Program. 2013 marks the second year of the program. The IBDP Summer Program will be open to all students entering $11^{\text {th }}$ and $12^{\text {th }}$ grade at Pittsburgh Obama 612 in the fall, approximately 220 students. The purpose of the IBDP Summer Program is to prepare students for IB classes, develop prerequisite skills and help build confidence. The program will be promoted through school-based communications materials and teachers. The IBDP Summer Program will be held at Pittsburgh Obama 6-12 for up to 4 weeks during the summer. Up to eight (8) IB courses will be offered. We will hire up to eight (8) district teachers to facilitate the sessions and bus passes will be provided and paid for out of the Gifted and Talented General Fund. A total of 48 students attended the first ever IBDP Summer Program in 2012.

The total cost of this action shall not exceed $\$ 40,000$ from account lines 5243-01C-1243519 ( $\$ 2,000$ ), 4600-16U-2260-125 (\$30,000), 4600-16U-2260-530 (\$1,000), 4600-16U-2260-610 (\$4,000), and 4600-16U-2260-640 (\$3,000).

## 8. Revised CTE Plan

RESOLVED, That the Board of Education authorizes its proper officers to re-establish and add CTE programs as set forth below and submit a revised CTE Plan to the Pennsylvania Department of Education for the 2013-14 school year.

The revised CTE Plan will include the re-establishment of the CTE Carpentry Program at Pittsburgh Carrick High School and Pittsburgh Westinghouse Academy 6-12 in existing labs for the 2013-14 school year, and the relocation of the RHVAC Program from South Annex to Pittsburgh Allderdice High School.
Proposed Changes to the Approved CTE Model

| Region | School | Current Program Offerings |  | Proposed Program Offerings |  |
| :---: | :--- | :--- | :--- | :--- | :--- |
| North | Pittsburgh Perry High <br> School | Cosmetology* <br> Culinary Arts* | Health Careers <br> Info. Tech. | NO CHANGE |  |
| East | Pittsburgh Allderdice <br> High School | Engineering | Engineering | RHVAC |  |
|  | Pittsburgh <br> Westinghouse <br> Academy 6-12 | BOSA <br> Cosmetology | Culinary Arts <br> Health Careers | BOSA <br> CARPENTRY <br> Cosmetology | Culinary Arts <br> Health Careers |
|  | Pittsburgh Brashear <br> High School | Auto Body <br> Auto Tech. | Machine Ops. <br> RHVAC** | Auto Body <br> Auto Tech. | Machine Ops. |
|  | Pittsburgh Carrick <br> High School | BOSA <br> Culinary Arts <br> Finance | Health Careers <br> Info. Tech. | BOSA <br> CARPENTRY <br> Culinary Arts | Finance <br> Health Careers <br> Info. Tech. |

*This program is housed at Pittsburgh Oliver Citywide Academy $\quad{ }^{* *}$ This program is currently housed in South Annex.
The total cost of this action shall not exceed $\$ 250,000$ from account line 6301-370-4500450.

## 9. Pennsylvania State SkillsUSA Competition - CTE

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to approve six CTE students to attend the Pennsylvania State SkillsUSA competition from April 3 through April 5, 2013 at the Hershey Lodge and Convention Center in Hershey, Pennsylvania. The students who will compete at the state level are: Jonathan Lucchino (District 9 Competition winner), Pittsburgh Carrick High School, will compete in the Internetworking competition; John Vater, Jr. (District 9 Competition winner), Pittsburgh Carrick High School, will compete in the Related Technical Math competition; Shay Reeves, Pennsylvania School for the Deaf/Pittsburgh Brashear High School, will compete in the Sheet Metal competition; Katelynn Lucchino and Tyler Parees, Pittsburgh Carrick High School, will both compete in the Promotional Bulletin Board competition; and, Megan Lipovsky, Pittsburgh Brashear High School, will attend as a SkillsUSA delegate. The students will be chaperoned by Joanne McClellan, CTE Program Coordinator and SkillsUSA Advisor; Mike Metikosh, Math Integration Instructor; and Jim Vevers, Sign Language Interpreter. Participation in Career and Technical Student Organizations is a requirement of Chapter 339.

The total cost of this action (including transportation, registration, meals, and hotel for the 6 students and 3 chaperones) shall not exceed \$5,946 from account lines 4800-06T-1399-582 (\$3,346), 4800-06T-1399-810 (\$700), and 4800-06T-1399-519 (\$1,900).

## 10. Partnership with Innovation Works - CTE

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize a partnership with Innovation Works. The CTE office will partner with Innovation Works, a non-profit company that assists with technology development by infusing business expertise and funding into early-stage technology companies and those pursuing the next competitive edge.

Innovation Works has agreed to provide access to technology experts and resources to enhance the following CTE programs information technology, engineering, business, finance and CTE technology education elective offerings.

## 11. Partnership with Fashion Africana - CTE

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Career \& Technical Education Division to accept a partnership with Fashion Africana for the Spring 2013 semester. This partnership will teach students to celebrate their own diverse beauty and talents through artistic and educational experiences taught by local teaching artists, in conjunction with this unique exhibition. In addition, it is an opportunity for students to become familiar with the August Wilson Cultural Center and be introduced to the work of contemporary African American artists. It is our hope that the discussions of beauty, fashion and art, which will be an integral part of each visit, will inspire students to explore their own self-image, build their confidence and support their creative self-expression. The topics of beauty and fashion are paramount in the lives of most pre-teen and teenage girls. The Fashion AFRICANA educational programming will allow girls to explore and question dominant images of beauty and fashion while introducing historical and cultural connections to African fashion, textiles and traditions. This curriculum is designed to teach $6-12^{\text {th }}$ grade girls to evaluate and take control over their ideas of beauty and self-expression through responding to art and hands-on art making. Pennsylvania Standards for Arts and Humanities provide a framework for blending school classroom, museum exhibition and studio environments for optimal educational impact.
12. Donation from the BigLots2Give Contest - Pittsburgh Greenfield PreK-8, Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-8
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept a donation of funds and goods (school supplies and/or cash donations) raised through the BigLots2Give 2013 contest involving Pittsburgh Greenfield PreK-8, Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-8. Each of these schools was chosen by the Assistant Superintendents based on school need and on the fact that the three schools selected have not yet had an opportunity to participate in this annual contest.
The contest has two components:

1) In Store Donations: (cash donations) collected on behalf of selected schools beginning April 1 and running through July 7, 2013, with donation checks mailed to schools approximately September 1; and
2) A Video Contest: wherein participating schools create and submit a short video and short essay explaining why their school is in need of donations. Video entries will be posted on www.lots2give.com from June 10 through July 7, 2013 for public voting, which will determine the winners of the contest. The public may vote for the same entry up to three times each day. A total of 37 winning schools will share $\$ 120,000$ in cash prizes, including one grand prize of $\$ 20,000$. Winners announced between July 8 and August 4, 2013.
13. Adoption of revisions to Board Policy 308-Clearances/Background Checks

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Current Board Policy Number 308Clearances/Background Checks. (See attached)
14. Adoption of revisions to Board Polices: Section 900-Operations of the Board Policy Manual

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Section 900 - Operations of the Board Policy Manual and recommended revisions to the 900 series of policies to the Board. The revisions were reviewed with the full Board at the Policy Workshop on March 4, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and several new policies.

The Board hereby adopts all of the policies in Section 900 - Operations listed below:
900 Records Management, 901 Public Records, 902 School Calendar, 903 School Day, 904 Emergency Preparedness, 905 Suspected Child Abuse, 905.1 Suspected Abuse by a School Employee, 906 Opening Exercises, 907 Food Services, 908 Transportation, 909 Bonding, 910 Property Insurance, 911 Employee Insurance, 912 Copyright Material, 913 Network Usage and Safety, 913.1 Network Information Security, 913.2 Passwords, 913.3 Mobile Computing Devices, 914 Internal Review Board (IRB), 915 School-Based Contracts, 916 Substance Abuse Program for Contractors, 917 Code of Ethics, 918 Automated External Defibrillator, 919 Breach of Computerized Personal Information, 920 Clearances/Background Checks and Reporting Requirements, 921 Fraud (See attached)

## Board Action Information Sheet



| Total Contract Amount：\＄\＄3，500．00 |  | Account Number（s） |  | Func． | Obj． | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Rate of Payment \＄3，500．00＿per Session |  | Resp． | Fund |  |  |  |
| $\square$ General Fund： | $\frac{\text { Office of Superintene }}{\text { Department }}$ | 1000 | 010 | 2360 | 323 | \＄3，500．00 |
| $\square$ Supplemental Fund | $\underline{ }$ |  | － | － |  |  |
|  | Account Name | － | － | － |  |  |

District Goals：$⿴ 囗 ⿱ 一 一 ⿻ 上 丨 匕 刂 灬$ 1．Maximum academic achievement $\square$ 2．Safe and orderly learning environment $\square 3$ ． Efficient and effective support operations $\square$ 4．Efficient \＆equitable distribution of resources to address the needs of all students $\square 5$ ．Improved public confidence and strong parent／community engagement

What is the purpose of this contract and how will it be implemented？（Please write in complete sentences）
RESOLVED，That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with Life Skills 360，LLC．This organization which is under the leadership of Charles Small and Penny Semaia will facilitate the April 2013 We Promise Summit．Mr．Semaia and Mr．Small were the lead facilitators at the initial summit in January．They will be instrumental in developing the content area such as study skills，networking and financial literacy for the We Promise Summit．
In order to accommodate students and mentors，Life Skills 360 will provide six facilitators for the summit to facilitate the sessions．This contract will also continue to support our district goals of accelerating student achievement and eliminating racial disparities by providing additional support and resources to African American male students．The total contract amount shall not exceed $\$ 3,500$ from the account line 1000－010－2360－323．

Who will the services benefit？
The services will benefit 11th grade African－American male students，school leadership，counselors and social workers．

Where will the services occur？（location）
The services will occur at Greenway Professional Development Center．

# Board Action Information Sheet 

March 2013
Action Month
The operating period shall be from March 21, 2013 to May 15, 2013

Explain why an external contract is necessary to provide these services?
The work to be performed has components that require expertise and time that we do not currently have internally. These facilitators will build on the work of the initial summit.

Indicate process for making recommendation:
( NegotiatedSolicited ProposalsCompetitive Bid

Describe the expected results of this activity:
Students will be able to apply life skill strategies to their academic and social interactions on a daily basis.

If this is a contract renewal, indicate the original objective of this activity:

Has objective been met?Yes;No

Please explain how the objective was met or why the objective was not met:

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:
Survey from participants

Will evaluation be made on the basis of predetermined written criteria? $\square$ Yes $\square$ No
Will there be a tangible work product at the completion of the contract? $\square$ Yes $\square$ No
If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

## Board Action Information Sheet

## Additional Information:

The We Promise Program is an immediate intervention that is necessary to improve the Promise-Readiness of a subgroup of African American males in the 11th grade. The initial workshop promoted self-reflection on the importance of caring for their future and built confidence and understanding of how academic success assisted in their development as students.

The April 2013 We Promise Summit will engage students in life skills that are necessary for becoming successful citizens. Students will learn how to develop proper and effective study skills, professional networking skills and financial literacy. School leadership, counselors, social workers will also participate with the students to encourage and assist with the success of the summit.

African American Male Mentors from various organizations such as 100 Black Men, Omega Psi Phi, Urban League of Pittsburgh to name a few will be attending the summit as well.

## Board Action Information Sheet



What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize The Summer Dreamers to enter into a contract with the University of Pittsburgh's Learning Research and Development Center to plan and execute an evaluation of the non-academic social emotional and youth development impacts of the program. These include academic and social self-efficacy, self-concept, motivation, perseverance, confidence, positive peer relations, appropriate social behavior, and positive relations with adults. Results will inform program planning in future summers, and will be shared with funders to generate financial support to operate Summer Dreamers in coming years. This organization has been chosen through the RFP process. The proposal was selected after undergoing an extensive evaluation process.

## Who will the services benefit?

The support will benefit all Kindergarten - 8th grade students who participate in the Summer Dreamers Academy in 2013 and in future years.
Where will the services occur? (location)
Summer Dreamers Camp sites (Pittsburgh: Carmalt PreK-8, Classical 6-8, Milliones 6-12, Faison K-5, and CAPA 6-12) as well as the Administration Building. The services may also occur at the offices of the evaluator.
E.Willson, M. Howze

Additional person(s) accountable for this tab

## Board Action Information Sheet

## 2

Action Item \#
March 2013
Action Month
The operating period shall be from April 1, 2013 to December 31, 2013

Explain why an external contract is necessary to provide these services?
An external contract is necessary to avoid any potential biases that might present in an internal evaluation.

Indicate process for making recommendation:
Negotiated
( Solicited ProposalsCompetitive Bid

Describe the expected results of this activity:
The expected result is to have a comprehensive evaluation of the non-academic outcomes of the Summer Dreamers Academy, which will attract future funding and inform future changes to the program.

If this is a contract renewal, indicate the original objective of this activity:

Has objective been met?Yes;No

Please explain how the objective was met or why the objective was not met:

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:
The evaluation will be measured against requirements put forth in the RFP and included within the contract.

Will evaluation be made on the basis of predetermined written criteria? $⿴$ Yes $\square$ No
Will there be a tangible work product at the completion of the contract? $\square$ Yes $\square$ No
If there is a tangible work product expected, please describe expectations and name the custodian of the work product:
The tangible work product will be interim formative feedback memos and a comprehensive final report detailing the non-academic outcomes of the program, specifically the impact of program attendance on social-emotional and youth development factors. Christine Cray, project manager of the Summer Dreamers Academy, will be the custodian of the work product.

## Board Action Information Sheet

| 3 |
| :---: |
| Action Item \# |
| March 2013 |

Action Month


## PAYMENTS AUTHORIZED



Security Clearance has been obtained.
Resume is attached.
$\square$ Security Clearance will be obtained before contractor begins work.
$\square$ Security Clearance not needed, as contractor will not be working with children.
Payment Data

| Total Cost This Action: | \$4,500.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\square$ General Fund | Gifted and Talented | $\frac{\text { Resp }}{5243}$ | $\frac{\text { Fund }}{01 \mathrm{C}}$ | $\frac{\text { Func }}{1243}$ | $\frac{\mathrm{Obj}}{582}$ | $\frac{\text { Amount }}{\$ 1,500.00}$ |
|  | Department | 5243 | 01C | 1243 | 635 | \$3,000.00 |
| $\square$ Supplemental Fund |  |  |  |  |  |  |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |
| District Goals: $\square$ 1. Maximum academic achievement $\square$ 2. Safe and orderly learning environment $\square 3$. |  |  |  |  |  |  |
| Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$ 5. Improved public confidence and strong parent/community engagement |  |  |  |  |  |  |

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment for the 17th Annual African-American CAS City-Wide Symposium to be held at the Greenway Professional Development Center on April 26, 2013. The purpose of this annual event is to promote academic excellence among African American gifted students in the Pittsburgh Public High Schools. Two hundred and seventy five (275) students are expected to attend. This is a full day event where Gifted and Talented students attend several different break-out sessions on different topics that are conducted by various community leaders throughout the city of Pittsburgh. A large focus of the Symposium will be on developing leadership skills and proper preparation for college. The cost of breakfast and lunch will not exceed $\$ 3,000$ and the cost for transportation of students to and from the Greenway Professional Development Center from their respective schools will not exceed $\$ 1,500$. The total payment amount shall not exceed $\$ 4,500$.

## Who will this benefit?

African-American students in the Pittsburgh Public Schools enrolled in the Centers for Advanced Studies Program.

## Where and when will the activities/services occur? (location)

The Symposium will be held at the Greenway Professional Development Center on April 26th 2013 from 8:30 am to $2: 00 \mathrm{pm}$.

## Board Action Information Sheet

| 4 |  | Mary Jane Conley |
| :---: | :---: | :---: |
| Action Item \＃ March 2013 | EXCELIENCE | Submitted By J Jerri Lynn Lippert／Jeannine French |
| Action Month | T1R A L1 | Person Accountable |
| PAYMENTS AUTHORIZED |  |  |

Outside Firm or Person
Name：Various Summer Camps and APS／LPS
Address：（See Additional Information）

Security Clearance has been obtained．
$\square$ Resume is attached．
Security Clearance will be obtained before contractor begins work．
Security Clearance not needed，as contractor will not be working with children．
Payment Data

| Total Cost This Action：$\square$ General Fund | \＄390，000．00 | Account Number（s）： |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
|  | Department |  |  |  |  |  |
| Q Supplemental Fund | 13－14 Special Ed | 5231 | 01D | 1231 | 330 | \＄390，000．00 |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals：$⿴ 囗 十 \square$ 1．Maximum academic achievement $\square$ 2．Safe and orderly learning environment $\square 3$ ． Efficient and effective support operations $\square$ 4．Efficient \＆equitable distribution of resources to address the needs of all students $\square$ 5．Improved public confidence and strong parent／community engagement

For what purpose are these funds being requested and how will it be implemented？（Please write in complete sentences）

RESOLVED，That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to schools and／or organizations for providing Extended School Year（ESY）services for students with disabilities．ESY services are special education and related services provided to qualifying students with disabilities beyond the regular 180－day school calendar．Interruptions in special education programming may result in children with disabilities losing many basic skills．ESY services are provided during breaks in the educational schedule to prevent this loss．ESY is mandated by the State and Federal Departments of Education and must be considered for every child with a disability（those with IEP＇s）each year by the IEP team．
（See Additional Information）

## Who will this benefit？

This will benefit students with disabilities who will have the opportunity to attend summer camps and APS／LPS．

## Where and when will the activities／services occur？（location）

These activities will occur at various APS／LPS and summer camps throughout Pittsburgh and surrounding areas．

## Board Action Information Sheet

## Additional Information:

To determine eligibility for ESY, the IEP team considers regression/recoupment data, maintenance of skills, independence from caregivers, and other determining factors mandated by IDEA.

Approved Private Schools/Licensed Private Schools- Students attending APS/LPS during the school year also must be considered for ESY. Eligibility and ESY programming are determined by the IEP team. The following are camps that are typically approved for ESY. However, the IEP team may determine that another ESY camp program is necessary. If so, PSE approval would also be needed.

| ACLD Summer Learning Program (Tillotson) | Depaul | Pace |
| :--- | :--- | :--- |
| PLEA | John Merk Program | Easter Seals |
| McGuire Memorial | Education Center at Watson | Auberle |
| Wesley Academy | Wesley Highland | Friendship Academy |
| Western PA School for the Blind | Western PA School for the Deaf |  |
|  |  |  |
| Anticipated No. Of students attending ESY at APS/LPS: 120 |  |  |
| Program Length: $4-6$ Weeks |  |  |
| Length of Day: $4-6$ hours |  |  |

ESY Camp Programs are held at various locations throughout the area: ESY camp placements are recommended by IEP teams and must include PSE approval. Camps must address the students IEP and provide progress on the IEP goals. The following is a list of camps that provide ESY services to students:

| Camp AIM | Camp Deer Creek | Camp Speak |
| :--- | :--- | :--- |
| Chatham College Summer Day Camp | JCC's-Merck Summer Inclusion | Conductive Education |

Anticipated No. Of students attending ESY Camps: 75
Program Length: 4-8 Weeks
Length of Day: average- 6 hours
Approximate cost of ESY camp/student: $\$ 2,200.00$

## Board Action Information Sheet



Payment Data

| Total Cost This Action: <br> General Fund | \$1,090.00 | Account Number(s): |  |  | $\begin{aligned} & \mathrm{Obj} \\ & \underline{324} \\ & \hline \end{aligned}$ | $\frac{\text { Amount }}{\$ 1,090.00}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Arts Education/CRAE | $\begin{array}{r} \frac{\text { Resp }}{400} \\ \hline \end{array}$ | $\frac{\text { Fund }}{16 \mathrm{~J}}$ | $\begin{aligned} & \text { Func } \\ & 2260 \\ & \hline \end{aligned}$ |  |  |
|  | Department |  |  |  |  |  |
| $\square$ Supplemental Fund |  |  |  |  |  |  |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals: $\square$ 1. Maximum academic achievement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$. Improved public confidence and strong parent/community engagement

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment for three-two hour professional learning sessions to be delivered by Celeta Hickman entitled "Inspiring Uplift, Community Building and Self Development", Afrocentric Arts Integration. These presentations will speak directly to the present work of our CRAE Artists, Teachers and Principals at Pittsburgh's Montessori,Sunnyside, Lincoln and Westinghouse. The objectives of the sessions are: 1. Offer insight to artists, teachers and principals on how to expand their approaches to include a wealth of arts integration methods that inspire uplift, community building and self-development. 2. Present ways to artists, teachers and principals that can teach children to look at the world from a culturally responsive center (i.e. Copernicus' theories are learned through the Dogon of Mali). 3. Present ways that artists, teachers and principals can create child-directed learning spaces. 4. Challenge CRAE artists, teachers and principals to refine their personal best approaches to working with children using Afrocentric and atheistic education techniques. 5.To craft realistic expectations of our individual genres using team building and role play.

## Who will this benefit?

This PD will benefit the present work of our CRAE Artists, Teachers,Principalsand students at Pittsburgh Montessori, Pittsburgh Sunnyside, Pittsburgh Lincoln and Pittsburgh Westinghouse.

## Where and when will the activities/services occur? (location)

All three 2 hour sessions will take place at Pittsburgh Sunnyside from 4:00 p.m. to 6:00 p.m. on the following Dates: April 2, April 9 and April 23rd, 2013

## Board Action Information Sheet

## Additional Information:

There are relationships that organically exist within the culturally responsive arts learning space. Our goal is to challenge teaching artists to refine their best arts integration instruction to build:
Academic skills (study skills, literacy, critical thinking, self-directed learning - richer ways of interpreting everything from science to literature)
Culturally specific skills of building a cohesive community using arts (arts immersion, story retelling, Sankofa experiences)
Child directed educational experiences that are memorable and that provide reasoning tools they can use for life.
We dispel with myths around why culturally responsive and Afrocentric arts approaches can't be actively paired with academic subjects such as math and science. We also address how good arts integration addresses what makes youth be more motivated to succeed in all they do including hard academic subjects and building a more civil society within their communities.

Additional PD Objectives to the ones listed above :

- To present ways we can be efficient with time and impactful using culturally specific approaches and classroom wide strategies.
- To ensure artists have tools to empower educators with culturally responsive ways to inspire child directed educational experiences that are memorable.
- Build more fellowship among CRAE teaching artists that so they can refine a collective approach with Afrocentric themes that resonate across genres.

In a three- part PD session we will:

- See a brief slide presentation regarding child directed learning
- Participate in African-centered reflective writing and movement activities to craft Afrocentric arts integration approach.
- Participate in a structured arts investigation process in small groups and highlight ways teaching artists can inspire lifelong learning skills, collective responsibility and uplift in their student groups.
- Participate in a round-table discussion to document Afrocentric and culturally specific approaches we know will work for our individual and collective genres, our students and our teachers.
- Finally, we present our findings to our CRAE artist's community and we'll listen to and share success stories.


## Board Action Information Sheet

| 6 |
| :---: |
| Action Item \# |
| March 2013 |
| Action Month |



## GENERAL AUTHORIZATION

## Payment Data

| Total Cost This Action: | \$83,000.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
| ( General Fund | Gifted and Talented | 5243 | 01C | 1243 | 519 | \$15,000.00 |
|  | Department |  |  |  |  |  |
| $\checkmark$ Supplemental Fund | Federal APIP Grant | 4600 | 16 U | 2260 | 441 | \$10,000.00 |
|  | Name | 4600 | 16 U | 2260 | 125 | \$50,000.00 |
|  |  | 4600 | 16 U | 2260 | 530 | \$7,000.00 |
|  | Name | 4600 | 16 U | 2260 | 519 | \$1,000.00 |

District Goals: $\square$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to implement the 2013 AP Summer Academy Program at Carnegie Mellon University. 2013 marks the third year of the program. The AP Summer Academy Program will be open to PPS high school students planning to take an AP class during the 2013-2014 school year. The purpose of the AP Summer Academy is to prepare students for AP classes, develop prerequisite skills and help build confidence, particularly among low-income and minority students. The program will be promoted through communications materials and school-based AP Champions and AP teachers. Up to ten (10) AP content areas will be offered to a maximum of 250 students, and will run from July 15-August 2. We will hire up to ten (10) district teachers to facilitate the sessions and rent up to six (6) classrooms for up to fifteen (15) days at Carnegie Mellon University. Transportation will be provided, as weekly bus passes will be purchased from the Gifted and Talented general fund.

A total of 133 seats were filled at the 2012 AP Summer Academy. $74 \%$ of these students enrolled in the respective AP course during the 2012-2013 schools year. $89 \%$ of students who attended the 2012 AP Summer Academy and enrolled in the AP course received a 1 st quarter grade of a B or higher. Approximately 1,180 individual students enrolled in 1 or more Advanced Placement courses during the 2012-2013 school year.

The total cost of this action shall not exceed $\$ 83,000$.

## Who will this benefit?

This will benefit students enrolled in AP classes.

Where will the activities/services occur and how was this school/location selected? (if applicable) At Carnegie Mellon University from July 16 - August 3.

Jaclyn Castma
Additional person(s) accountable for this tab

## Board Action Information Sheet

| 7 |
| :---: |
| Action Item \# |
| March 2013 |
| Action Month |



| Allison McCarthv |
| :--- |
| Submitted By |
| Jerri Lvnn Lippert |
| Person Accountable |

## GENERAL AUTHORIZATION

## Payment Data

| Total Cost This Action: | \$40,000.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
| $\square$ General Fund | Gifted and Talented | 5243 | 01C | 1243 | 519 | \$2,000.00 |
|  | Department |  |  |  |  |  |
| $\square$ Supplemental Fund | Federal APIP Grant | 4600 | 16 U | 2260 | 125 | \$30,000.00 |
|  | Name | 4600 | 16 U | 2260 | 530 | \$1,000.00 |
|  |  | 4600 | 16 U | 2260 | 610 | \$4,000.00 |
|  | Name | 4600 | 16 U | 2260 | 640 | \$3,000.00 |

District Goals: $\square$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $⿴$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to implement the 2013 International Baccalaureate Diploma Programme Summer Program. 2013 marks the second year of the program. The IBDP Summer Program will be open to all students entering 11th and 12th grade at Pittsburgh Obama 6-12 in the fall, approximately 220 students. The purpose of the IBDP Summer Program is to prepare students for IB classes, develop prerequisite skills and help build confidence. The program will be promoted through school-based communications materials and teachers. The IBDP Summer Program will be held at Pittsburgh Obama 6-12 for up to 4 weeks during the summer. Up to eight (8) IB courses be offered. We will hire up to eight (8) district teachers to facilitate the sessions and bus passes will be provided and paid for out of the Gifted and Talented General Fund.

A total of 48 students attended the first ever IBDP Summer Program in 2012.
The total cost of this action shall not exceed $\$ 40,000$.

## Who will this benefit?

This will benefit all students entering 11th and 12th grade next year at Pittsburgh Barack Obama International Academy 6-12.
Where will the activities/services occur and how was this school/location selected? (if applicable)
Pittsburgh Obama 6-12 with periodic visits to Carnegie Library in Oakland. Pittsburgh Obama $6-12$ was selected as the site because all of the students attending the program also attend Pittsburgh Obama 6-12.

Board Action Information Sheet

| $\frac{8}{\text { Action Item \# }}$ | EXCLLLINCE | $\frac{\text { Angela Mike }}{\text { Submitted By }}$ |
| :--- | :--- | :--- |
| $\frac{\text { March 2013 }}{\text { Action Month }}$ | $10 R 11$ | $\frac{\text { Jerri Lynn Lippert J }}{\text { Person Accountable }}$ |

## GENERAL AUTHORIZATION

Payment Data

| Total Cost This Action: | \$250,000.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
| $\square$ General Fund | Department Captial Projects | 6301 | 370 | 4500 | 450 | \$250,000.00 |
| 圆 Supplemental Fund | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals: $\boxtimes 1$. Maximum academic achievement $\boxtimes 2$. Safe and orderly learning environment $\rrbracket$ 3. Efficient and effective support operations $\boxed{\text { 4 }}$. Efficient \& equitable distribution of resources to address the needs of all students $\square 5$. Improved public confidence and strong parent/community engagement.

What is the purpose of this authorization? (Please write in complete sentences) RESOLVED, that the Board of Directors authorize its proper officers to re-establish and add CTE programs as set forth below and submit a revised CTE Plan to the Pennsylvania Department of Education for the 2013-14 school year.

The revised CTE plan will include the re-establishment of the CTE Carpentry Program at Pittsburgh Carrick and Pittsburgh Westinghouse in existing labs for the 2013-2014 school year, and the relocation of the RHVAC program from South Annex to Pittsburgh Allderdice.

PROPOSED CHANGES TO THE APPROVED CTE MODEL

| Region | School | Current Program Offerings |  | 3rumeram | 14 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| North | Perry | Cosmetology ${ }^{\star}$ Culinary Arts* | Health Careers Info. Tech. | NO CHANGE |  |
| East | Allderdice | Engineering |  | Engineering | RHVAC |
|  | Westinghouse | BOSA Cosmetology | Culinary Arts Health Careers | BOSA CARPENTRY Cosmetology | Culinary Arts Health Careers |
| South/ West | Brashear | Auto Body Auto Tech. | Machine Ops RHVAC** | Auto Body Auto Tech. | Machine Ops |
|  | Carrick | BOSA Culinary Arts Finance | Health Careers info. Tech. | BOSA CARPENTRY Culinary Arts | Finance Health Careers Info. Tech. |

*This program is housed at Oliver Citywide Academy. **This program is currently housed in South Annex.

## Who will this benefit?

Pittsburgh Public School students who choose to participate in CTE programs in the East and Southwest Regions.
Where will the activities/services occur and how was this school/location selected? (if applicable) Pittsburgh Carrick, Pittsburgh Westinghouse, and Pittsburgh Allderdice

## Board Action Information Sheet

## Additional Information:

The current CTE plan was approved by the Board on May 26, 2010, and amended on November 22, 2011.

## Carpentry Program Addition

According to the Three Rivers Workforce Investment Board, carpentry is a high priority occupation that is projected to have 55,670 job openings in Pennsylvania in 2018 (when the first class of students would graduate). The employment of carpenters is projected to grow 20 percent from 2010 to 2020 , faster than the average for all occupations. Population growth should result in new-home construction-the largest segment employing carpenters-which will stimulate the need for many new workers. The Carpentry program will have a focus on Green Energy Efficiency. At the end of this three-year program, students will have the ability to use the skills learned in this program to pursue the following options: employment, apprenticeship, post-secondary schooling. These students will be eligible for OSHA certification. The addition of this program will also allow us to broaden our trades education offerings.

## RHVAC Relocation

## Benefits of Moving to Allderdice:

1. Students would be housed in a fully functioning school (security team, full-time administrators and a school nurse, which are currently not available at South Annex)
2. Discipline and attendance policies would be enforced more easily (CTE supervisors do not have this level authority over students)
3. Students would benefit from continuing interaction with other students and teachers in the building
4. Student recruitment would be easier, and would only help increase student enrollment (from .5 to full-time). The increase in program students would
5. Students would not lose instructional time due to travel (because this .5 program is housed in a satellite location and the class takes place in the morning, two-hour weather delays result in students actually losing classroom instruction entirely)
6. No un-necessary disruption of instruction (South Annex building-based activities as well as statellocal testing interrupt current RHVAC students)

## Board Action Information Sheet

| 9 | EXCELLENE | Angela Mike |
| :---: | :---: | :---: |
| Action Item\# |  | Submitted By |
| March 2013 |  | Jerri Lunn Lippert I- |
| Action Month |  | Person Accountable |
| GENERAL AUTHORIZATION |  |  |

## Payment Data

| Total Cost This Action: | \$5,946.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\square$ General Fund | CTE | $\frac{\text { Resp }}{4800}$ | $\begin{aligned} & \text { Fund } \\ & \hline 06 T \end{aligned}$ | $\begin{aligned} & \text { Func } \\ & 1399 \\ & \hline \end{aligned}$ | $\frac{\mathrm{Obj}}{582}$ | $\begin{aligned} & \text { Amount } \\ & \$ 3,346.00 \\ & \hline \end{aligned}$ |
|  | Department | 4800 | 06T | 1399 | 810 | \$700.00 |
| $\square$ Supplemental Fund | Perkins | 4800 | $06 T$ | 1399 | 519 | \$1,900.00 |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals: $⿴ 囗$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to approve six CTE students to attend the Pennsylvania State SkillsUSA competition from April 3 through April 5, 2013 at the Hershey Lodge and Convention Center in Hershey, Pennsylvania.

The students who will compete at the state level are: Jonathan Lucchino (District 9 Competition winner), Pittsburgh Carrick High School, will compete in the Internetworking competition; John Vater, Jr. (District 9 Competition winner), Pittsburgh Carrick High School, will compete in the Related Technical Math competition; Shay Reeves, Pennsylvania School for the Deaf/Pittsburgh Brashear, will compete in the Sheet Metal competition; Katelynn Lucchino and Tyler Parees, Pittsburgh Carrick High School, will both compete in the Promotional Bulletin Board competition; and, Megan Lipovsky, Pittsburgh Brashear, will attend as a SkillsUSA delegate. The students will be chaperoned by Joanne McClellan, CTE Program Coordinator and SkillsUSA Advisor; Mike Metikosh, Math Integration Instructor; and Jim Vevers, Sign Language Interpreter. Participation in Career and Technical Student Organizations is a requirement of Chapter 339.

The total cost of this action (including transportation, registration, meals, and hotel for the 6 students and 3 chaperones) shall not exceed \$5,946 from account lines 4800-06T-1399-582 (\$3,346), 4800-06T-1399-810 (\$700), and 4800-06T-1399-519 (\$1,900).

Who will this benefit?
Pittsburgh Public School CTE students.

Where will the activities/services occur and how was this school/location selected? (if applicable)
The activity will be held in Hershey, Pennsylvania. This site is pre-selected at the Pennsylvania SkillsUSA level.

## Board Action Information Sheet

10


Angela Mike
Submitted By
Jerri Lynn Lippert


Person Accountable

## GENERAL AUTHORIZATION

## Payment Data



District Goals: $⿴$ 1. Maximum academic ache vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $⿴$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize a partnership with Innovation Works.

The CTE office will partner with Innovation Works, a non-profit company that assists with technology development by infusing business expertise and funding into early-stage technology companies and those pursuing the next competitive edge.

Innovation Works has agreed to provide access to technology experts and resources to enhance the following CTE programs information technology, engineering, business, finance and CTE technology education elective offerings.

## Who will this benefit?

Students participating in the Information Technology, Engineering, Business, Finance, and Technology Education classes at Pittsburgh Allderdice, Pittsburgh Garrick, Pittsburgh Perry, and Pittsburgh Westinghouse High Schools

Where will the activities/services occur and how was this school/location selected? (if applicable)
The activities will occur at Innovation Works or in CTE programs.

## Board Action Information Sheet



District Goals: $\square$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square$. Efficient and effective support operations $\quad$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square$. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Career \& Technical Education Division to accept a partnership with Fashion Africana for the Spring 2013 semester. This partnership will teach students to celebrate their own diverse beauty and talents through artistic and educational experiences taught by local teaching artists, in conjunction with this unique exhibition. In addition, it is an opportunity for students to become familiar with the August Wilson Cultural Center and be introduced to the work of contemporary African American artists. It is our hope that the discussions of beauty, fashion and art, which will be an integral part of each visit, will inspire students to explore their own self-image, build their confidence and support their creative self-expression.

The topics of beauty and fashion are paramount in the lives of most pre-teen and teenage girls. The FashionAFRICANA educational programming will allow girls to explore and question dominant images of beauty and fashion while introducing historical and cultural connections to African fashion, textiles and traditions. This curriculum is designed to teach $6-12$ th grade girls to evaluate and take control over their ideas of beauty and self-expression through responding to art and hands-on art making. Pennsylvania Standards for Arts and Humanities provide a framework for blending school classroom, museum exhibition and studio environments for optimal educational impact.

## Who will this benefit?

10th- 12th grade Cosmetology Students

Where will the activities/services occur and how was this school/location selected? (if applicable)
August Wilson Center, Westinghouse and Oliver Cosmetology Labs

## Board Action Information Sheet

12

D. May-Stein/C. Otuwa

Action Item \#
March 2013
Action Month
Submitted By
J. French

Person Accountable

## GENERAL AUTHORIZATION

## Payment Data

| Total Cost This Action:General Fund | \$0.00 | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
|  |  |  |  |  |  |  |
|  | Department |  |  |  |  |  |
| $\square$ Supplemental Fund |  |  |  |  |  |  |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals: $\square$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square 5$. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)
RESOLVED: That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept a donation of funds and goods (school supplies and/or cash donations) raised through the BigLots2Give 2013 contest involving Pittsburgh Greenfield PreK-8, Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-8. Each of these schools was chosen by the Assistant Superintendents based on school need and on the fact that the three schools selected have not yet had an opportunity to participate in this annual contest. The contest has two components:

1) IN STORE DONATIONS (cash donations) collected on behalf of selected schools beginning April 1 and running through July 7, 2013, with donation checks mailed to schools approximately September 1; and
2) A VIDEO CONTEST wherein participating schools create and submit a short video and short essay explaining why their school is in need of donations. Video entries will be posted on www.lots2give.com from June 10 through July 7, 2013 for public voting, which will determine the winners of the contest. The public may vote for the same entry up to three times each day. A total of 37 winning schools will share $\$ 120,000$ in cash prizes, including one grand prize of $\$ 20,000$. Winners announced between July 8 and August 4, 2013.

## Who will this benefit?

Students in Pittsburgh Greenfield PreK-8, Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-8

Where will the activities/services occur and how was this school/location selected? (if applicable)
Pittsburgh Greenfield PreK-8, Pittsburgh Morrow PreK-8, and Pittsburgh Sunnyside PreK-8
K. Bowers/E. Pugh

Additional person(s) accountable for this tab

## Board Action Information Sheet

## Additional Information:

Previous participating Pittsburgh Public Schools include:

- Pittsburgh Dilworth PreK-5
- Pittsburgh Arsenal Pre K-5
- Pittsburgh Carrick High School
- Pittsburgh Manchester PreK-8
- Pittsburgh Montessori PreK-8
- Pittsburgh Murray PreK-8 School
- Pittsburgh Northview ALA
- Pittsburgh Stevens K-8 School
- Pittsburgh Woolslair K-5
- University Prep 6-12 at Milliones

Please see the attached BigLots2Give Contest Information Sheet.

## Lots2Give Information Sheet

At Big Lots, we are committed to programs that enhance the quality of education, and the Lots2Give program is all about helping schools in need of financial support in the communities we serve. Up to 250 schools across America will be selected to participate in the 2013 Lots2Give program.

The Lots2Give program consists of 1) video contest and 2) in-store donation program.

## 1. Video Contest

Participating schools must create and submit a short video ( 90 seconds or less) and a short essay ( 500 characters or less) explaining why their school is in need of financial support.
$\square$ Prize Structure - 37 winning schools will share $\$ 120,000$ in cash prizes!

- One \$20,000 Grand Prize
- Two $\$ 10,000$ First Place Prizes
- Four $\$ 5,000$ Second Place Prizes
- Thirty $\$ 2,000$ Third Place Prizes
$\square$ Video Submission Phase - April 1 through May 26, 2013
- Participating schools will receive an email from Big Lots directing them to the Lots2Give website on April 1, 2013. A unique school code will be provided in this email, which will allow schools to learn more about the program, submit their video entry, and promote their school's participation in the program
- Videos and essays must be submitted online between April 1 - May 26, 2013
- One entry per participating school
$\square$ Public Voting Phase - June 10 through July 7, 2013
- Video entries will be posted on www. biglots.comllots2give for public voting from June 10 - July 7, 2013. The public can vote for their favorite video up to three times a day. These votes determine the prize winners
- The 37 schools with the most votes will share $\$ 120,000$ in cash prizes!
$\square$ Notification Phase - July 8 through August 4, 2013
- Winning schools will be notified between July 8 - August 4, 2013
- Winning schools will be asked to accept their prize at a local Big Lots store location - The Lots2Give Team will provide the date, time, location, and details for this event
- A representative from the school must be available to accept the prize


## 2. In-Store Donation Program

$\square$ Participating Big Lots stores will collect donations on behalf of selected schools from April 1 through July 7, 2013. All proceeds will be distributed equally to the selected schools within the market where the money was collected
$\square$ Donation checks will be mailed to schools on or about September 1, 2013

## Promote Your School!

Spreading the word within your community is the key to your school's success in the program! The more people who know about your school's participation in the 2013 Lots2Give program, the more likely they will be to vote for your video entry and donate in-store. So let your friends, family and community know when and where they can vote and donate.

## Board Action Information Sheet

13
Action Item \#
March 2013
Action Month


GENERAL AUTHORIZATION
Payment Data

| Total Cost This Action: |  | Account Number(s): |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Resp | Fund | Func | Obj | Amount |
| $\square$ General Fund |  |  |  |  |  |  |
|  | Department |  |  |  |  |  |
| $\square$ Supplemental Fund |  |  |  |  |  |  |
|  | Name |  |  |  |  |  |
|  | Name |  |  |  |  |  |

District Goals: $\square$ 1. Maximum academic achie vement $\square$ 2. Safe and orderly learning environment $\square 3$. Efficient and effective support operations $\square$ 4. Efficient \& equitable distribution of resources to address the needs of all students $\square 5$. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Current Board Policy Number 308-Clearances/Background Checks.
(See attached)

Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

## SECTION: EMPLOYEES

# SCHOOL DISTRICT OF PITTSBURGH 

## TITLE: CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS

ADOPTED: October 21, 2009
REVISED: Proposed March 2013

## 308. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS

1. Purpose

Pol. 920

Pol. 920
2. Authority

SC 111
Title 22
Sec. 8.1 et seq.
23 Pa.C.S.
Sec. 6301 et seq.

The Board recognizes that one of its core responsibilities is the protection of the health, safety and welfare of students, staff and school property. In fulfilling their duties related thereto, the Board requires that all prospective District employees provide criminal background checks and child abuse clearance certificates required by law prior to commencing employment and at established intervals set forth in this policy, corresponding administrative regulations and applicable collective bargaining agreements.

Independent contractors and their employees who have direct contact with children, and bus drivers who are offered employment by the School District or by an independent contractor providing transportation services to the School District, must also provide criminal background checks and child abuse clearance certificates required by law prior to commencing work and at established intervals set forth in this policy, corresponding administrative regulations and applicable contractual agreements. Requirements for independent contractors and their employees are set forth in detail in Board Policy 920 - Background Checks.

For background check and clearance requirements for school volunteers, please refer to Board Policy 920.

## Applicability

The Board directs that all prospective employees, regardless of position, including, but not limited to teachers, substitutes, janitors, cafeteria workers, coaches, independent contractors and their employees except those employees of independent contractors who have no direct contact with children, bus drivers and student teacher candidates, shall comply with the mandatory state criminal history background check requirements under Act 34 of 1985, the mandatory official child abuse clearance statement requirements of Act 151 of 1994 and the mandatory federal criminal history record requirements under Act 114 of 2006 prior to their employment with the District. The applicable employment eligibility and reporting requirements in Act 24 of 2011 and Act 82 of 2012 shall also apply.
308. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS - Pg. 2

SC 111
Title 22
Sec. 8.1 et seq. 23 Pa. C.S.A. Sec. 6301 et seq.

SC 111(e)
$920-A R-1$ of 3

SC 111(f.1)(1)

SC 111(f.1)(2)

SC 111(f.1)(3)

Title 55
Sec. 3490.132

The Superintendent or designee shall require prospective employees and independent contractors and their employees who will have direct contact with children, including bus drivers, to submit a copy of the following:

1. A report of criminal history record information from the Pennsylvania State Police (Act 34);
2. The prospective employee's federal criminal history record in a manner prescribed by the Department of Education (Act 114); and
3. A child abuse clearance certification from the Pennsylvania Department of Public Welfare (Act 151).

The above clearances shall be no more than one (1) year old at the time of submission.

No person subject to this policy shall be employed or remain employed by the School District where a report of criminal history record information indicates the person has been convicted of any offense enumerated in School Code Section 111(e)and set forth in District administrative regulations at 920-AR-1 of 3, unless otherwise required by law.

If a report of criminal history information indicates the person has been convicted of an offense graded as a felony offense of the first, second or third degree other than one of the offenses enumerated in School Code Section 111(e), the person shall be eligible for continued or prospective employment only if a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.

If a report of criminal history record information indicates the person has been convicted of an offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated in School Code Section 111 (e), the person shall be eligible for continued or prospective employment only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense.

If a report of criminal history record information indicates the person has been convicted more than once for an offense enumerated in School Code Section 111(f.1)(3)(relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree, the person shall be eligible for continued or prospective employment only if a period of three (3) years has elapsed from the date of expiration of the sentence for the most recent offense.

No person subject to this policy shall be employed or remain employed by the School District where the individual is the perpetrator of a founded report of child abuse or the individual responsible for a founded report of student abuse.
308. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS - Pg. 3
$\left.\left.\begin{array}{|l|l|}\hline & \begin{array}{l}\text { Any administrator or other person responsible for employment decisions or } \\ \text { recommending employment decisions in the School District who willfully fails to } \\ \text { comply with the provisions of this policy shall be subject to disciplinary action. }\end{array} \\ \begin{array}{l}\text { SC 111(h) Pa. C.S.A. } \\ \text { Sec. } 6301 \text { et seq. }\end{array} & \begin{array}{l}\text { Any employee who once has obtained the information required by this section may } \\ \text { transfer to another school within the School District and shall not be required to } \\ \text { obtain additional reports before making such transfer. However, if a current } \\ \text { employee transfers to another position s/he will be required to obtain any clearances } \\ \text { required by this policy that was not previously obtained. }\end{array} \\ 920-A R-1 \text { of } 3 & \begin{array}{l}\text { Continued Reporting Requirement for Employees and Contractors }\end{array} \\ \text { SC 111(j) } & \begin{array}{l}\text { If an employee, independent contractor, or employee of an independent contractor is } \\ \text { arrested or convicted for an offense enumerated under School Code Section 111(e) } \\ \text { or (f.1), and set forth in District administrative regulations at 920-AR-1 of 3, the } \\ \text { individual shall provide the appropriate administrator or designee with written notice } \\ \text { within seventy-two (72) hours. } \\ \text { 920-AR-2 of } 3\end{array} \\ \begin{array}{l}\text { Notice shall be provided by completing the Arrest/Conviction Report and } \\ \text { Certification Form (PDE 6004), which is included in District administrative } \\ \text { regulation 920-AR-2 of 3. }\end{array} \\ \text { Guidelines } & \begin{array}{l}\text { 1. All applicants must submit copies of the Criminal History Report, Child Abuse }\end{array} \\ \text { Clearance Statement, Federal Criminal History Record, and any other required } \\ \text { clearance with their applications for employment. } \\ \text { 2. In processing job applications, the Superintendent or designee will accept copies } \\ \text { of the State Criminal History Report, Child Abuse Clearance Statement, Federal } \\ \text { Criminal History Record, and any other required clearance for inspection. If the } \\ \text { candidate is to be employed, however, the original documents must be produced for } \\ \text { inspection prior to the employment beginning. No candidate should be placed in any } \\ \text { assignment prior to receipt and inspection of the original document, except as set } \\ \text { forth below or otherwise permitted by law. }\end{array}\right\} \begin{array}{l}\text { 3. The administration shall require independent contractors to produce the original } \\ \text { Criminal History Report, Federal Criminal History Record, and any other required } \\ \text { clearance for each relevant employee of such contractor prior to employment. } \\ \text { Contractors must also submit the original Child Abuse Clearance Statement for each } \\ \text { of its employees who have direct contact with children. } \\ \text { 4. The District will retain a copy of the Criminal History Report, Child Abuse } \\ \text { Clearance Statement, Federal Criminal History Record, and any other required } \\ \text { clearance, and the Superintendent or designee will note the date on which the }\end{array}\right\}$

|  | original documents were inspected and the name of the administrator, or appropriate designee, who viewed the originals. Copies will be retained in the applicant's personnel file, with the original being returned to the applicant. <br> 5. Criminal History Reports, Child Abuse Clearance Statements, Federal Criminal History Record, and any other required clearances will be kept confidential to the extent permitted or required by law. <br> 6. The use of the Criminal History Report, Child Abuse Clearance Statement, Federal Criminal History Record, and/or any other required clearance can be used only for purposes of the decision to hire or not to hire as in accordance with law. <br> 7. Notwithstanding Paragraphs 1 and 2, above, administrators may employ applicants on a provisional basis for a single period not to exceed ninety (90) days subject to the following conditions: <br> a. The applicant has applied for the required information and, where applicable, the applicant provides a copy of the appropriate completed request forms to the administrator. <br> b. The administrator has no knowledge of information pertaining to the applicant which would disqualify him/her from employment. <br> c. The applicant swears or affirms in writing that s/he is not disqualified from employment pursuant to this policy. <br> d. If the information obtained reveals that the applicant is disqualified from employment, the applicant shall be suspended and subject to termination proceedings as provided for by law. <br> e. The administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee. <br> The School District shall make available a form affidavit to be completed and submitted with the required documentation. <br> 8. Provisional employment under Paragraph 7 shall not be available to independent contractors or their employees. <br> 9. Substitute employees, student teachers and interns will be required to comply with all sections of this policy. <br> 10. Any administrator or other person responsible for employment decisions or recommending employment decisions in the School District who willfully fails to comply with the provisions of this policy shall be subject to disciplinary action. |
| :---: | :---: |


|  | References: <br> School Code - 24 P.S. Sec. 111 <br> State Board of Education Regulations - 22 PA Code Sec. 8.1 et seq. <br> Child Protective Services Law - 23 Pa.C.S. Sec. 6301 et seq. <br> Child Protective Services Regulations - 55 PA Code Sec. 3490.1 et seq. |
| :---: | :---: |

## Board Action Information Sheet



What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Section 900 - Operations of the Board Policy Manual and recommended revisions to the 900 series of policies to the Board. The revisions were reviewed with the full Board at the Policy Workshop on March 4, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and several new policies.

The Board hereby adopts all of the policies in Section 900 - Operations listed below:
900 Records Management, 901 Public Records, 902 School Calendar, 903 School Day, 904 Emergency Preparedness, 905 Suspected Child Abuse, 905.1 Suspected Abuse by a School Employee, 906 Opening Exercises, 907 Food Services, 908 Transportation, 909 Bonding, 910 Property Insurance, 911 Employee Insurance, 912 Copyright Material, 913 Network Usage and Safety, 913.1 Network Information Security, 913.2 Passwords, 913.3 Mobile Computing Devices, 914 Internal Review Board (IRB), 915 School-Based Contracts, 916 Substance Abuse Program for Contractors, 917 Code of Ethics, 918 Automated External Defibrillator, 919 Breach of Computerized Personal Information, 920 Clearances/Background Checks and Reporting Requirements, 921 Fraud
(See attached)

## Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

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SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: RECORDS MANAGEMENT
ADOPTED: October 21,2009

REVISED: Proposed March 2013

## 900. RECORDS MANAGEMENT

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines District staff responsibilities and complies with federal and state laws and regulations.

The Board shall retain, as a permanent record of the District, Board minutes, annual auditor's reports, and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders, shall be retained by the District for a period of not less than six (6) years.

All other District records shall be retained in accordance with federal and state law and regulations, the District's Records Management Plan and applicable District Records Retention Schedules.

The District shall make a good faith effort to comply with proper requests for record production. Selective destruction of records in anticipation of litigation is strictly forbidden.

Electronic Mail (E-Mail) System - system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

65 P.S.
Sec. 67.102

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

## 900. RECORDS MANAGEMENT - Pg. 2

| 4. Delegation of |  |
| :---: | :--- |
| Responsibility | Records Management Plan and Administrative Regulations- the system <br> implemented by the District for the retention, retrieval and disposition of all records <br> generated by District operations. <br> Records Retention Schedule - a comprehensive listing stating retention periods <br> and proper disposition of records. |
| Implementation of the Records Management Plan and the Records Retention <br> Schedules shall be supervised by the Superintendent, who may delegate <br> responsibilities to other individuals, as designated by the Board, while maintaining <br> the ultimate authority to enforce said Records Management Plan and Retention <br> Schedules. The Superintendent or designee shall develop and maintain <br> administrative regulations which shall govern the enforcement of this policy and <br> implementation of the Records Management Plan and Retention Schedules. <br> Records Management Committee |  |
| A committee responsible for the development and recommendation of the District's <br> Records Management Plan shall be established by the Superintendent. |  |
| The Records Management Committee shall give primary consideration to the most <br> efficient and economical means of implementing the recommended Plan. Members <br> of the Committee should include, but not necessarily be limited to, the following <br> personnel: <br> 1. Superintendent or designee; <br> 2. Records Coordinator; <br> 3. Open Records Officer; <br> 4. Board Secretary; <br> 5. Legal Counsel; <br> 6. Technology Director or designee; <br> 7. Chief of Operations or designee. |  |
| The Records Management Committee will meet periodically to evaluate the |  |
| effectiveness and implementation of this policy, the Records Management Plan and |  |
| retention schedules and recommend changes as needed to the Superintendent and the |  |
| Board. |  |

900. RECORDS MANAGEMENT - Pg. 3

| Records Coordinator |
| :--- | :--- |
| The Superintendent shall designate a Records Coordinator as the primary contact for <br> the following: <br> 1. Training for District personnel regarding the handling of records in <br> accordance with the this policy and the Records Management Plan, including <br> procedures for records descriptions, categorization, preservation, retirement <br> and responsibilities in the event of a litigation hold; |
| 2. Periodic review of this policy and the Records Management Plan to ensure <br> accurate and updated records descriptions and retention protocols; <br> 3. Annual review of record categories for retirement/disposal and supervision <br> of such categorization and destruction. |
| References: |
| School Code - 24 P.S. Sec. 518 |
| Federal Rules of Civil Procedure - $1626,34,37$ and 45 |
| Right-to-Know Law - 65 P.S. Sec. 67.101 et seq. |

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: PUBLIC RECORDS

ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 901. PUBLIC RECORDS

The Board recognizes the importance of public records as the record of the District's actions and the repository of information about this District. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

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

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

Record - information, regardless of physical form or characteristics, that documents transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the District, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a dataprocessed or image-processed document.

Response - the District's notice informing a requester of a granting of access to a record or the District's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

Requester - a legal resident of the United States who requests access to a record. The term includes a Commonwealth agency, a local agency or a legislative agency.

## 901. PUBLIC RECORDS - Pg. 2

3. Authority

65 P.S.
Sec. 67.302, 67.305, 67.504, 67.701
4. Delegation of Responsibility 65 P.S.
Sec. 67.502

The Board shall make the District's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.

The Board designates the Superintendent or designee as the Open Records Officer, who shall be responsible to:

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

Pursuant to his or her duties as the Open Records Officer, the Superintendent or designee shall develop and maintain administrative regulations to ensure the availability of records for access and duplication by requesters. Such administrative regulations shall be in accordance with law and Board policy.

## References:

School Code - 24 P.S. Sec. 408, 518
Right-to-Know Law - 65 P.S. Sec. 67.101 et seq.
Americans With Disabilities Act - 42 U.S.C. Sec. 12101 et seq.
Accessibility to Communications, Title 28, Code of Federal Regulations - 28 CFR Sec. 35.160, 35.164

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: SCHOOL CALENDAR
ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 902. SCHOOL CALENDAR

The Board recognizes that preparation of a calendar is necessary for the efficient operation of the School District.

The Board shall determine annually the days and the hours when the schools shall be in session for instructional purposes, in accordance with state law and regulations and shall "meet and discuss" the school calendar with the Pittsburgh Federation of Teachers prior to adoption by the Board.

The school calendar shall normally consist of a minimum of 180 student days.
Title 22
Sec. 4.4, 11.1
3. Delegation of Responsibility

The Superintendent or designee shall prepare annually a school calendar for Board adoption.

## References:

School Code - 24 P.S. Sec. 1501, 1502, 1503, 1504
State Board of Education Regulations - 22 PA Code Sec. 4.4, 11.1

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: SCHOOL DAY

ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 903. SCHOOL DAY

1. Purpose
2. Authority

SC 1504
Title 22
Sec. 4.4, 11.2, 11.3
3. Delegation of Responsibility

Title 22
Sec. 11.25
4. Guidelines

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

The Board shall fix the times of the daily sessions of the schools of the District.
The regular school session may be temporarily altered by the Superintendent when such alteration is in the best interests of the School District.

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

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

Makeup of snow days and other emergency days shall be handled in accordance with the practices established in previous school years. Such days shall be made up only where the number of student days falls below 180 days.

References:
School Code - 24 P.S. Sec. 1504
State Board of Education Regulations - 22 PA Code Sec. 4.4, 11.2, 11.3, 11.25
Board Policy - 204

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: EMERGENCY PREPAREDNESS
ADOPTED: October 21, 2009

REVISED: Proposed March 2013

| 1. Purpose | 904. EMERGENCY PREPAREDNESS |
| :--- | :--- |$|$| The District's system of emergency preparedness shall ensure that: |
| :--- |
| 1. Health and safety of students and staff are safeguarded. |
| SC 1518 |
| 2. Time necessary for instructional purposes is not unduly diverted. |
| Authority <br> Sec. 7701 |
| 3. Minimum disruption occurs to the educational program. |
| SC 1517,1518 <br> 35 Pa.C.S. Students and staff are taught to respond appropriately to emergency situations. <br> Sec. 7701 |
| The District, in cooperation with the local Emergency Management Agency and the <br> Pennsylvania Emergency Management Agency, shall develop and implement a <br> comprehensive disaster response and emergency preparedness plan, consistent with <br> the guidelines developed by the Pennsylvania Emergency Management Agency and <br> other applicable laws and regulations. Such plan shall be reviewed annually and <br> modified as necessary. A copy of the plan shall be provided to the county <br> Emergency Management Agency and communicated to students, parents/guardians, <br> relevant and other relevant community stakeholders. |
| The Board shall ensure that emergency and evacuation drills are conducted at |
| intervals required by applicable laws and regulations. |

4. Delegation of

Responsibility
SC 1517

SC 1517

SC 1517
35 Pa.C.S.
Sec. 7701

SC 1518

Any decision concerning dismissal of students and staff and subsequent action is at the discretion of the Superintendent or designee.

The effectiveness of emergency planning in preparing the schools to cope with disaster shall be continually monitored by the Superintendent or designee.

The Superintendent or designee shall develop procedures for handling school emergencies which include:

1. A plan for prompt and safe evacuation of students from schools, which shall be practiced monthly in fire drills conducted in accordance with law.
2. Bus evacuation drills twice a year, in accordance with law.
3. Disaster response or emergency preparedness plan drills at least annually.
4. Provisions to ensure that the required annual certification that emergency evacuation drills have been conducted is submitted to the Pennsylvania Department of Education in accordance with law.
5. A plan for sequestering students in a safe place other than the school.
6. Design of a communications system to notify parents/guardians of the evacuation of students and to alert the whole school community when necessary.
7. Instruction in emergency preparedness as part of the regular curriculum.
8. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.
9. Cooperation with local agencies, such as the police department, fire department and emergency management agency.
10. Instruction of staff members in the techniques of handling emergencies.

## References:

School Code - 24 P.S. Sec. 1517, 1518
Emergency Management Services Code - 35 Pa. C.S.A. Sec. 7701

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: SUSPECTED STUDENT ABUSE BY A SCHOOL EMPLOYEE

ADOPTED: June 27, 1990
REVISED: Proposed March 2013

### 905.1 SUSPECTED STUDENT ABUSE BY A SCHOOL EMPLOYEE

1. Authority

23 Pa. C.S.A.
Sec. 6301 et seq.
2. Definitions

The Board adopts this policy to affirm District employees' and contractors' obligation to assist in identifying suspected abuse of students by other school employees or contractors, and to establish procedures for mandated reporters to follow in reporting suspected student abuse in compliance with the Child Protective Services Law of 1990 and its amendments. Reports of suspected student abuse by a school employee are mandatory and school personnel shall exercise no discretion in making reports.

For purposes of this policy, the following definitions shall apply:
Sexual Abuse or Exploitation - any of the following:

1. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct.
2. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist another individual to engage in simulation of any sexually explicit conduct, for the purpose of producing any visual depiction including photographing, videotaping, computer depicting or filming of any sexually explicit conduct.
3. The rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other forms of sexual exploitation of children.

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

Administrator - the person responsible for the administration of a District school. The term includes independent contractors serving as administrators. The principal of the school where the suspected abused student is enrolled shall be considered the administrator under this policy.

| 3. Guidelines | School Employee - an individual employed in a District school. The term includes <br> independent contractors and their employees. The term excludes individuals who do <br> not have direct contact with students. <br> Student - an individual enrolled in a District school under eighteen (18) years of <br> age. |
| :---: | :--- |
| Duty to Report <br> A school employee shall immediately report the abuse to the building principal when <br> the school employee has reasonable cause to suspect, on the basis of his/her <br> professional or other training and experience, that a student coming before the <br> school employee in the employee's professional or official capacity is a victim of <br> serious bodily injury or sexual abuse or sexual exploitation by a school employee. <br> If the accused school employee is the principal, the school employee shall |  |
| immediately report the suspected abuse to the Office of Human Resources, School A SCHOOL EMPLOYEE |  |
| Police, City of Pittsburgh Police, and the Allegheny County District Attorney's |  |
| Office. The school employee shall also make a supplemental report to Childline |  |
| Abuse Registry. |  |

905.1 SUSPECTED STUDENT ABUSE BY A SCHOOL EMPLOYEE - Pg. 3
$\left.\left.\begin{array}{|l|l|}\hline & \begin{array}{l}\text { Reporting Requirements } \\ \text { The principal's report to the Office of Human Resources, School Police, City of } \\ \text { Pittsburgh Police and the Allegheny County District Attorney shall include: name, } \\ \text { age, address, and school of the student; name and address of the student's } \\ \text { parent/guardian; name and address of the principal; name, work, and home address } \\ \text { of the school employee; nature of the alleged offense; and any specific comments or } \\ \text { observations directly related to the alleged incident and the individuals involved. }\end{array} \\ \text { The school employee making a report of student abuse or injury by another } \\ \text { employee shall not reveal the existence or content of the report to any person other } \\ \text { than those to whom reporting is required under law and this policy. } \\ \text { The reporting principal, or employee in cases where the principal is the alleged }\end{array}\right\} \begin{array}{l}\text { Tabser, is responsible for filing a written report within 48 hours of the phone report. } \\ \text { Written reports are to be made by completing and submitting the student abuse } \\ \text { reporting form within 48 hours to the City of Pittsburgh Police and the Allegheny } \\ \text { County District Attorney. The form shall be maintained as an administrative } \\ \text { regulation to this policy. A copy of the written report must also be sent to the Office } \\ \text { of Human Resources and School Police upon filing. } \\ \text { Alleged abusive conduct by an employee is also considered a critical incident and } \\ \text { the principal shall immediately notify the Office of Human Resources of such } \\ \text { alleged conduct in compliance with District employee critical incident procedures. } \\ \text { All reports and documentation relating to alleged abusive conduct by an employee } \\ \text { shall be provided to the Office of Human Resources. }\end{array}\right\}$

### 905.1 SUSPECTED STUDENT ABUSE BY A SCHOOL EMPLOYEE - Pg. 4



## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: SUSPECTED CHILD ABUSE

ADOPTED: June 27, 1990

REVISED: Proposed March 2013

## 905. SUSPECTED CHILD ABUSE

1. Authority 23 Pa. C.S.A.
Sec. 6301 et seq.
2. Definitions

The Board adopts this policy to affirm District employees' and contractors' obligation to assist in identifying suspected child abuse, and to establish procedures for reporting suspected child abuse in compliance with the Child Protective Services Law of 1990 and its amendments.

For purposes of this policy, the following definitions shall apply:
Child Abuse - shall mean any of the following:

1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.
2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

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

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

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

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

Sexual Abuse or Exploitation - any of the following:

1. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct.
2. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist another individual to engage in simulation of any sexually explicit conduct, for the purpose of producing any visual depiction including photographing, videotaping, computer depicting or filming of any sexually explicit conduct.
3. The rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other forms of sexual exploitation of children.

Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in District schools.

Administrator - the person responsible for the administration of a District school. The term includes independent contractors. The principal of the school where the suspected abused student is enrolled shall be considered the administrator under this policy.

School Employee - an individual employed in a District school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.

Student - an individual enrolled in a District school under eighteen (18) years of age.


| 905-AR-1 of 2 | Reports of child abuse shall immediately be made by telephone to the Childline <br> Abuse Registry and in writing to the Allegheny County Children and Youth Agency <br> within forty-eight (48) hours after the oral report. A simultaneous verbal report must <br> be made to the Office of Student Support Services and the Division of School <br> Safety. <br> Written reports are to be made to the Allegheny County Children and Youth Agency <br> by completing the child abuse reporting form, which shall be maintained as an <br> administrative regulation to this policy. <br> A copy of the written report of child abuse shall be provided to the Office of Student <br> Services and the Division of School Safety. |
| :---: | :--- |
| Investigation Requirements <br> School officials shall cooperate with the Department of Public Welfare or the county <br> agency investigating a report of suspected child abuse, including permitting <br> authorized personnel to interview the child while in attendance at school. Due to the <br> sensitivity of the information discussed during such interviews, authorized personnel <br> from the Department of Public Welfare or county agency may request to interview <br> the child alone and outside the presence of a school employee. Such requests shall <br> be honored by District staff. <br> The school official required to report cases of suspected child abuse may take or |  |
| cause to be taken photographs of the child who is subject to a report and, if clinically |  |
| indicated, cause to be performed a radiological examination and other medical tests |  |
| on the child. |  |



SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: OPENING EXERCISES/ FLAG DISPLAYS

ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 906. OPENING EXERCISES/FLAG DISPLAYS

The Board adopts this policy to ensure that all District schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771

SC 771
Title 22
Sec. 12.10

Title 22
Sec. 12.10

SC 1516.1

School Code
771, 1516.1
PA Code
Title 22
Sec. 12.10
A United States flag shall be displayed on or near each school building during school hours, in clement weather and at other times determined by the Board.

A United States flag shall be displayed in every school building.
The District may offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students shall not be compelled to participate in opening exercises.

If a student has conscientious objections which interfere with full participation in the flag salute, Pledge of Allegiance, or National Anthem, said student shall respect the rights and interests of classmates who do wish to participate.

The Board may authorize or direct professional employees to conduct opening exercises which include a brief period of silent prayer or meditation, but such periods of silence shall not be conducted as a religious service or exercise.

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: FOOD SERVICES
ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 907. FOOD SERVICES

1. Purpose
2. Authority

SC 504, 1335, 1337

SC 504

SC 504
3. Delegation of Responsibility

SC 504, 1337

3 Pa.C.S.
Sec. 5713
42 U.S.C.
Sec. 1758(h)
7 CFR
210.13

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The Board shall provide food service for school breakfasts and for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval within the monthly financial statement.

Food sold by the school may be purchased by students and District employees but only for consumption on school premises. For District employees, the cost shall be calculated at the greatest price charged a student plus an amount representing the portion of the cost paid from local, state and federal assistance for student meals.

Operation and supervision of the food services program shall be the responsibility of the Superintendent or designee.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent or designee and annually by the auditor.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

To reinforce the District's nutrition education program, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet nutritional standards specified in laws and regulations.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

Surplus accounts shall be used only for the improvement or maintenance of the food service program.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that District advances to the food service program may be returned to the District's general fund from any surplus resulting from its operation.

42 U.S.C.
Sec. 1751 et
seq., 1773
7 CFR
Part 210, Part 220

7 CFR
Part 245

The District shall participate in the NationalSchool Lunch and School Breakfast Programs.

## Free/Reduced-Price Meals

The District shall provide free and reduced-price meals and milk to students in accordance with terms of the National School Lunch and School Breakfast Programs.

The District shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.

A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services in accordance with applicable laws, regulations and District administrative guidelines.

| References: <br> School Code - 24 P.S. Sec. 504, 1335, 1337 <br> Retail Food Facility Safety Act - 3 Pa.C.S. Sec. 5713 <br> Child Nutrition and WIC Reauthorization Act of 2004 - P.L. 108-256 Sec. 204 <br> (reauthorized and amended by the Healthy Hunger-Free Kids Act of 2010-P.L. 11- <br> 296) <br> School Lunch and Breakfast Programs - 42 U.S.C. Sec. 1751 et seq., 1773 <br> National Food Service Programs, Title 7, Code of Federal Regulations - 7 CFRPart <br> 210, Part 215, Part 220, Part 245 |
| :--- | :--- |

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: TRANSPORTATION
ADOPTED: June 27, 1990
REVISED: Proposed March 2013

## 908. TRANSPORTATION

1. Purpose
2. Authority

SC 1361, 1362
Title 22
Sec. 23.1, 23.2, 23.4

SC 1361, 1362

Title 67
Sec. 447.1 et seq.

SC 1374
Title 22
Sec. 23.3

SC 17-1726-A

Transportation for students shall be provided in accordance with applicable federal and state laws and regulations, as well as Board policy.

The Board shall contract for school vehicle and bus services with private carriers and the Port Authority for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.

The Board shall provide transportation services as follows:

1. Students shall receive transportation to and from school for attendance at elementary schools if they live one and one-half (1.5) miles from school.
2. Secondary students shall receive transportation if they live two (2) or more miles from the school.
3. The Board shall provide transportation for students living within the prescribed walking limits when walking conditions on officially designated student walking routes to the school are found to be hazardous by the Pennsylvania Department of Transportation.
4. The Board shall transport exceptional students without regard to distance or hazardous walking conditions. Insofar as feasible, transportation for exceptional students shall be integrated with regular transportation service.
5. The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law and subject to the above limitations.
6. The District shall provide transportation to resident students attending a charter school located in the District, a regional charter school of which the District is a member, and a non-District charter school located within ten (10) miles outside District boundaries, in accordance with distance requirements established for

District students. Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to District students on those days.

All carriers who enter into transportation contracts with the School District will be expected to engage in a transportation carrier evaluation process. Carriers will be evaluated twice annually on five (5) major elements - safety record; complaint record; vehicle condition including age, cleanliness and mechanical condition; carrier facilities - housing and maintenance; and carrier responsiveness to Board needs. In addition, carriers shall provide a safety vehicle during the hours that school buses are in service and a dispatcher who will be available to the School District during hours that school buses are on the road.

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse, including submission of a Motor Vehicle Report (MVR) and FBI report, and the contractor or District has evaluated the results of that screening process.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty (60)-minute period while parked, loading or unloading, except as allowed by law.

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on District property at locations where passengers load and unload.
3. Delegation of

Responsibility
Title 22
Sec. 23.4

Title 22
Sec. 23.4
Title 22
Sec. 23.4
Title 22
Sec. 23.1, 23.4

The school bus driver shall be responsible for reporting the misbehavior of students while they are being transported.

Consistent with the District's Code of Student Conduct, the appropriate school principal may suspend a student from bus transportation for disciplinary reasons related to transportation. The student's parents/guardians shall be responsible for the student's transportation for the duration of the suspension.

The Superintendent or designee shall be responsible to:

1. Establish rules governing the number of chaperones to accompany students in connection with school-related activities.
2. Prepare a District map or schedule indicating each bus stop and bus route.
3. Maintain records and make required reports regarding school transportation.

Title 22
Sec. 23.4

Pol. 905, 905.1, 920
4. Guidelines
4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the District.

## Reports Of Employee Crimes/Child Abuse

District bus drivers and/or the District's transportation contract carriers shall be responsible to comply with Board Policies 920 - Background Checks, 905 - Child Abuse and 905.1 - Abuse by a School Employee.

To ensure safety, all school buses with passenger capacity of 36 and above shall have video cameras installed. Requests for the release of school bus video recordings shall be reviewed by the Solicitor's Office in conjunction with the Pupil Transportation Department.

## References:

School Code - 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 1726-A, 2541, 2542

State Board of Education Regulations - 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6

State Department of Transportation Regulations - 67 PA Code Sec. 212.101, 447.1 et seq.

Diesel-Powered Motor Vehicle Idling Act - 35 P.S. Sec. 4601 et seq.
Child Protective Services Law - 23 Pa. C.S.A. Sec. 6301 et seq.
Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations - 49 CFR Part 37, Part 38

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: BONDING
ADOPTED: October 21, 2009
REVISED: Proposed March 2013

| 1. Purpose | 909. BONDING |
| :--- | :--- |
| 2. Authority <br> SC 409, 431, 436, <br> 658 | Prudent trusteeship of District resources dictates that employees and certain officials <br> responsible for the safekeeping of District funds be bonded. <br> The Board directs that the District be indemnified against loss of money by bonding <br> each employee or official required to be bonded by policy or by statute. The Board <br> shall bear the cost of bonds for designated employees. <br> Enumeration and valuation on such bonds shall be determined by the Solicitor and <br> Chief Financial Officer/Chief Operations Officer in compliance with any relevant <br> laws or regulations. <br> The amount of each bond shall be commensurate with the financial responsibility of <br> the position. |
| School Code <br> 409,431, <br> 436,511, <br> 658,2122 | Guidelines |

SECTION: OPERATIONS

SCHOOL DISTRICT OF PITTSBURGH

TITLE: PROPERTY INSURANCE
ADOPTED: October 21, 2009
REVISED: Proposed March 2013

## 910. PROPERTY INSURANCE

The Board recognizes its responsibility under law to insure the real and personal property of this school District.

The Board has the authority and responsibility to provide adequate insurance coverage to protect the District's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.

In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage and assurance of coverage.

The Board has the authority to appoint an insurance advisor, who may be the agent of record.

The Board may elect to self-insure, carry excess insurance only, purchase comprehensive insurance, or any blend thereof as deemed appropriate by its proper officers.

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: EMPLOYEE INSURANCE
ADOPTED: June 27, 1990
REVISED: Proposed March 2013

| 1. Purpose | 911. EMPLOYEE INSURANCE |
| :--- | :--- |
| 2. Authority |  |
| SC 513, 774 |  |
| 3. Delegation of |  |
| Responsibility school District operation requires that adequate, basic insurance programs be |  |
| provided for the protection of the District and its employees. |  |
| The Board has the authority and responsibility to provide adequate insurance |  |
| coverage to protect the District's interests. Such coverage shall be in accordance with |  |
| established guidelines. |  |
| The Superintendent or designee shall develop and maintain administrative |  |
| regulations which shall provide information on the insurance programs offered to |  |
| District employees. |  |

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: COPYRIGHT MATERIAL

ADOPTED: June 27, 1990
REVISED: Proposed March 2013

|  | 912. COPYRIGHT MATERIAL |
| :---: | :---: |
| 1. Authority 17 U.S.C. Sec. 101 et seq | The Board recognizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine. |
| 2. Definition | Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product falls within the bounds of fair use, four (4) standards must be met: |
|  | 1. THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship and must be nonprofit. |
|  | 2. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers in accordance with guidelines set forth in administrative regulations. |
|  | 3. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed. |
|  | 4. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties. |

## 912. COPYRIGHT MATERIAL - Pg. 2

$\left.\begin{array}{|l|l|}\hline \text { 3. Delegation of } \\ \text { Responsibility }\end{array} \quad \begin{array}{l}\text { Staff may make copies of copyrighted School District materials that fall within } \\ \text { appropriate administrative regulations developed and maintained by the } \\ \text { Superintendent or designee. Where there is reason to believe the material to be } \\ \text { copied does not fall within administrative regulations, prior permission shall be } \\ \text { obtained from the school principal. } \\ \text { Staff members who fail to follow this policy may be held personally liable for } \\ \text { copyright infringement. } \\ \text { Staff members shall be responsible for instructing students in fair copyright practices } \\ \text { and academic integrity, including guidance on citing resources appropriately. }\end{array}\right\}$

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: NETWORK INFORMATION SECURITY

ADOPTED: May 25, 2005
REVISED: Proposed March 2013
$\left.\begin{array}{|l|l|}\hline \text { 1. Purpose } & \begin{array}{l}\text { 913.1. NETWORK INFORMATION SECURITY }\end{array} \\ \text { 2. Delegation of } \\ \text { Responsibility } & \begin{array}{l}\text { The purpose of this policy is to provide guidelines which preserve the confidentiality } \\ \text { of information in order to protect the right to privacy of individuals, the best interests } \\ \text { of the Board, and enable each employee to carry out his/her responsibilities } \\ \text { efficiently and effectively by ensuring the accessibility and accuracy of information } \\ \text { regarding students, personnel, school operation, business operation, and other } \\ \text { aspects of the District's activities. } \\ \text { Enforcement of this policy is the responsibility of each school principal, office } \\ \text { director, and all employees bearing supervisory responsibility. In fulfilling this } \\ \text { responsibility, it is expected that any necessary rules, directives, or procedures will } \\ \text { be established which are required or deemed appropriate in order to comply with the } \\ \text { spirit of this information security and confidentiality policy. }\end{array} \\ \text { 3. Guidelines } & \begin{array}{l}\text { All employees having access to computers, computer resident information, or } \\ \text { computer generated information within the context of their duties are required to be } \\ \text { familiar with this policy. Additionally, this requirement applies equally to } \\ \text { nonemployees granted access to such information in the context of performing } \\ \text { services for or in the name of the District. } \\ \text { No person may, without appropriate authorization, access, transmit, distribute, copy, } \\ \text { or modify in any way or manner, programs or files of information relating to } \\ \text { students, staff, or District operations. }\end{array} \\ \text { Any known or suspected security breach or violation of this security policy must be } \\ \text { reported to an immediate or other appropriate supervisor, or the District Call Center. } \\ \text { Users who violate this policy will be subject to disciplinary action up to and } \\ \text { including dismissal. } \\ \text { The District will participate in prosecution for violations of this policy to the extent } \\ \text { allowed by law. }\end{array}\right\}$

### 913.1. NETWORK INFORMATION SECURITY - Pg. 2

|  | Confidentiality of Information <br> Information gained or available as a result of the performance of one's duties may <br> not be discussed with, or revealed to, individuals without a right to access the <br> information. <br> In some cases the confidentiality of information is protected by state or federal law. <br> Guidelines for the release of information ultimately rest with the office and <br> functional unit responsible for that information. Currently, general guidelines state <br> that the Office of Human Resources be contacted regarding questions on staff <br> information, Operations Office for business-related data, and the Office of <br> Information \& Technology or Office of Student Services regarding the release of <br> student information. In some cases, contact may be necessary with the Law <br> Department. The Division of Communications \& Marketing should be informed of <br> any requests by media for information. |
| :--- | :--- |

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: PASSWORDS

ADOPTED: May 25, 2005
REVISED: Proposed March 2013

### 913.2. PASSWORDS

1. Purpose

Computer device and account passwords are an important aspect of network and computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the entire computer network of the School District of Pittsburgh.
2. Guidelines

As such, all District authorized account owners (including employees, students, parents/guardians, contractors and vendors with access to District systems) are responsible for taking the appropriate steps, as required by the District's network operating system, to select and secure their passwords.

All passwords are to be treated as sensitive, confidential District information.
District-issued mobile computing devices and personal devices which have access to the District's servers, including email servers, must be password protected.

The scope of this policy includes all authorized account owners who have been provided an account on any computer that resides at any District building, or has access to the District network.

All user accounts provided are a privilege and the District reserves the right to revoke that privilege at anytime.

Any user who violates this policy may be subject to appropriate disciplinary action.

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: MOBILE COMPUTING DEVICES

ADOPTED: April 22, 2009
REVISED: Proposed March 2013

### 913.3. MOBILE COMPUTING DEVICES

1. Purpose
2. Definitions
3. Guidelines

The School District of Pittsburgh recognizes and acknowledges that today's students must be equipped with $21^{\text {st }}$ century technology skills. The School District is committed to providing extensive and equitable access to computers and technology in a variety of ways.

One-to-one laptop programs and the availability of mobile computing devices in classrooms integrate technology into the curriculum and provide students with the experience of working with and caring for mobile computing devices throughout the school day and in the home. These programs foster academic success, technological skills and individual responsibility, and may be appropriate in certain school settings depending upon the educational program offered. The School District recognizes that any one-to-one mobile computing device program will need to be specifically tailored to the needs and resources of a particular school, and that a general policy cannot account for all of the daily issues that such a program will entail.

Furthermore, the speed at which technology changes requires the ability to adapt and quickly meet new challenges. In recognition of these facts, the Board declares that the Administration shall create and enforce school-specific procedures in the form of administrative regulations provided that such procedures conform to the general guidelines listed in this policy.

Mobile computing devices shall include, but are not limited to, laptops, iPads, tablets and cell phones.

The Administration shall create administrative regulations for every school that desires to implement a one-to-one mobile computing device program. The administrative regulations will be created and amended in conjunction with the school, the Office of Information \& Technology, the Law Department, and the Finance Department. The Superintendent or designee shall be responsible for maintaining all administrative regulations for mobile computing device programs.

The administrative regulations shall, at a minimum, contain the following components:

### 913.3. MOBILE COMPUTING DEVICES- Pg. 2

\begin{tabular}{|c|c|}
\hline Pol. 913, 913.1, 913.2

SC 510
Title 22

Sec. 12.1 \& | 1. Instructions for how to use the school network, accounts, usernames and passwords, consistent with the District's Network Usage and Safety Policy and related sub-policies. |
| :--- |
| 2. General terms and conditions of the mobile computing device program, including information concerning ownership, distribution, inspection, training, warranty, and technical support. |
| 3. Instructions for basic maintenance, care and security of the mobile computing device. |
| 4. Express restrictions on the use of the mobile computing device in school and for school work. |
| 5. Consequences of technology misuse or damage, which shall include references to the Code of Student Conduct, the District Network Usage and Safety Policy and related sub-policies, and any school or program-specific disciplinary actions such as loss of device privileges. |
| 6. Any up-front deposits or back-end fees for damage or loss must be consistent with the mandate that students are entitled to a free and full public education. |
| 7. Provisions related to inventory and tracking, as well as requirements for a signed acknowledgement of receipt indicating acceptance of the terms and conditions of the program. | <br>

\hline
\end{tabular}

## SECTION: OPERATIONS

# SCHOOL DISTRICT OF PITTSBURGH 

TITLE: NETWORK USAGE AND SAFETY

ADOPTED: May 25, 2005
REVISED: Proposed March 2013

## 913. NETWORK USAGE AND SAFETY

This policy shall comply with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA), and shall encompass local, Intranet and Internet networks and resources utilized by Board members, staff, students, parents/guardians and other users.
2. Authority
3. Definitions

The Board supports use of local, intranet and Internet computer/resource networks in the School District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the School District nor does the School District guarantee the accuracy of information received on the Internet. The School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The following procedures shall be followed with regard to the District's local, intranet and Internet computer/resource networks.

Acceptable Use - utilizing District resources (network, computing devices or applications) to satisfy educational or administrative assignments, research or tasks described wholly as official PPS business in the context described in the Network Usage and Safety Policy.

Access to Internet - a computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.

Authorized Account Owner - an individual authorized by the District to have access to and utilize computers/networks and/or services owned, leased or operated by the District.

Blog - short for Web Log; a web page that serves as a publicly accessible personal journal for an individual (Blogger). Typically updated daily, blogs often reflect the personality of the author.

18 U.S.C.
Sec. 2256

20 U.S.C.
Sec. 6777, 9134
47 U.S.C.
Sec. 254

Child Pornography - the term child pornography shall have the meaning given such term in section 2256 of Title 18, United States Code.

Computers - any and all computers, computer equipment, systems, hardware and/or software owned, leased or operated by the School District of Pittsburgh.

Direct Electronic Communications - any and all communications made or disseminated by electronic means, including but not limited to electronic mail, chat rooms or other forms of direct electronic communications.

Fair Use Guidelines - guidelines developed by the Working Group on Intellectual Property to clarify the application of fair use principles for educators considering digital copyright issues.

Hacking - the act of accessing or attempting to access targeted network resources, either internal or external, for the purpose of gathering/acquiring nonprivileged access and/or information, passwords, functionality, identity theft or distribution of unsolicited scripts and/or viruses.

Harmful to Minors - any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors appeals to the prurient interest, depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual conduct, as described by the Children's Internet Protection Act, and taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Inappropriate Matter - in addition to items defined under "Harmful to Minors," any material that contributes to intimidation, constitutes a safety/security concern, threatens, is deemed as tasteless by the District's filtering application or violates any existing District policy, including but not limited to Human Relations, Sexual Harassment and/or Student Code of Conduct.

Inappropriate Usage of District Computers/Internet/Hardware and Software Resources - use of the District's computers and local, intranet and Internet services, owned, leased or operated, that violates the District's policy on Internet usage and safety or conflicts with the District's mission and purpose or with an employee's authorized job duties or responsibilities. The school or office administrator shall
have the authority to determine what is considered to be inappropriate use. Issues related to inappropriate use will be overseen by a steering committee.

Individuals Covered by This Policy - Board members, staff, students, parents/ guardians and other users of computers/resource networks and/or services owned, leased or operated by the School District of Pittsburgh.

Instant Messaging - abbreviated IM, a type of service that enables users to communicate in real time over the Internet. Typically, the IM system alerts users whenever someone from their private list is online and a chat session can be initiated with that individual.

Internet - defined as the "standard" Internet (the collaboration and interconnectivity of computer networks and resources worldwide) and Internet2 (a higher educational/research form of noncommercial Internet access).

## Local, Intranet and Internet Computer Networks -

1. Networks residing within the boundaries of a District-owned/leased facility.
2. Leased/Owned interconnecting networks under the District's management.
3. Outside, non-District-owned/operated networks and corresponding resources.

Minor - an individual who has not attained the age of seventeen (17).

18 U.S.C.
Sec. 1460

18 U.S.C.
Sec. 2246

Obscene - the term obscene has the meaning given such term in section 1460 of Title 18, United States Code.

Online - active connection to network hardware, software or service resources.
Rogue Access - interpreted by the District as any connectivity to any District resources via internal network access (through devices, hard-wired drops or wireless) or external network access (Internet, Internet2, wireless, dial-in, VPN, or satellite) without explicit permission obtained through the District's Office of Information and Technology's Call Center.

Rogue Devices or Applications - hardware devices or software not authorized by the Office of Information and Technology to be utilized on the District network infrastructure or computers.

Sexual Act; Sexual Contact - the terms sexual act and sexual contact have the meanings given such terms in section 2246 of Title 18, United States Code.

| 18 U.S.C. <br> Sec. 1460, 2256 | Spam - a slang term for e-mail that is the electronic equivalent of junk mail; usually |
| :---: | :---: |
|  | Technology Protection Measure - specific technology that blocks or filters Internet access to visual depictions that are: |
|  | 1. Obscene, as that term is defined in section 1460 of Title 18, United States Code. |
|  | 2. Child pornography, as that term is defined in section 2256 of Title 18 , United States Code. |
|  | 3. Harmful to minors. |
|  | Vandalism - any malicious attempt to harm or destroy the District's computers, data, applications, and/or network functionality or the data and/or functionality of another user's computer. This includes but is not limited to the uploading or creation of computer viruses. |
|  | World Wide Web - a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol. It is often abbreviated "WWW" or called "the Web." |
| 4. GuidelinesP.L. 106-554 | Safety Procedures |
|  | All Internet access on District-owned/leased resources will be filtered through the use of filtering software to prevent access by minors/parents/guardians/staff/outside users to inappropriate matter on the Internet and World Wide Web. |
|  | In order to restrict the access of minors/parents/guardians/staff/outside users to visual depictions that are obscene, child pornography, and other materials harmful to minors, filtering software will be utilized on all District computers with access to the Internet. |
|  | An administrator, supervisor, or other person authorized by the School District may request disabling a particular site from the filtering software, during use by an adult, in order to enable access for bona fide research or other lawful purpose. A custom request of this nature is initiated through the District's Call Center (412-390-2790) by the appropriate administrator, supervisor or authorized person. Upon receipt of a request the site will be reviewed for validity and access will be granted/denied accordingly. |
|  | Students will not be advised or encouraged by school staff to obtain free e-mail accounts through commercial providers (e.g., Hotmail, etc.) for use in class projects. |
|  |  |

## 913. NETWORK USAGE AND SAFETY - Pg. 5

service and is not responsible for its content. Users shall not communicate electronically or agree to meet in person with unknown online acquaintances.

All individuals covered by this policy shall not participate in hacking or other unlawful online activities.

All individuals covered by this policy shall not while online disclose, use or disseminate personal identification information regarding minors or other users.

In a further attempt to ensure the safety and security of users, the online activities of users can/will be monitored and recorded.

47 U.S.C.
Sec. 254

SC 1303.1-A

Pol. 913.1

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

## Usage Procedures

Network accounts shall be used only by the authorized owner of the account for its authorized purpose. Certain communications and information accessible via the network may be confidential and disclosures of such information shall only be made where legally permissible. Network users shall respect the privacy of other users on the system.

The content of Policy 913.1 - Network Information Security is incorporated into these guidelines by reference.

Students, staff and other District resource users are expected to act in a responsible, ethical and legal manner in accordance with School District policy, accepted rules of network, usage and federal, state and local law.

The following types of usage are specifically prohibited and if performed will subject the user to certain consequences, including but not limited to loss of access and/or other disciplinary and/or legal actions:

1. Use of the network to facilitate any illegal activity including "hacking."
2. Use of the network and/or its resources for commercial or for-profit purposes.
3. Use of the network and/or its resources for nonwork or nonschool-related work.
4. Use of the network and/or its resources for product advertisement or political lobbying.
5. Use of the network and/or its resources for harassment, hate mail, discriminatory remarks, bullying and offensive or inflammatory communication.
6. Unauthorized or illegal installation, downloading, distribution, reproduction, or use of copyrighted materials, i.e., plagiarism.
7. Use of the network and/or its resources to access obscene, pornographic material, or other material harmful to minors.
8. Use of inappropriate language or profanity on the network and/or its resources.
9. Use of the network and/or its resources to transmit material likely to be offensive or objectionable to recipients, including but not limited to spam.
10. Use of the network and/or its resources to intentionally obtain or modify files, passwords, and data belonging to other users, internal or external to the District's network.
11. Impersonation of another user, anonymity, and pseudonyms, i.e., identity theft.
12. Use of network facilities for fraudulent copying, communication or modification of materials in violation of copyright laws.
13. Copying, loading or use of unauthorized or pirated games, programs, files, data or other electronic media.
14. Use of the network and/or District resources to disrupt the work of other users.
15. Destruction, modification, vandalism or abuse of network hardware, software and/or functionality.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. The creation of links to other networks whose content or purpose would tend to violate these guidelines.
18. Attaching rogue devices or applications to District resources.
19. Sending unsolicited e-mail for the purpose of advertisement or non-District business.

## 913. NETWORK USAGE AND SAFETY - Pg. 7

20. Installation and/or use of non-District authorized remote desktop or other computing utilities.

## Security

Pol. 913.2
System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or School District files. To protect the integrity of the system, the following guidelines shall be followed:

1. Only current staff, students, parents/guardians and approved outside users are authorized to have accounts on the network.
2. Employees, students, parents/guardians and approved outside users shall not reveal their passwords to another individual.
3. Users are not to use a computer that is actively logged in under another user's name.
4. Any user identified as a security risk or having a history of problems with other computer systems, resources and/or networks may be denied access to the network.
5. No student shall ever be permitted to use/operate ANY staff computer for ANY reason.
6. All users must comply with the District's Passwords Policy.
7. All users must utilize the District's guidelines for Virus Protection, Information Security, E-mail Accounts, Internet and Web Site Development Safety.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Correspondingly, the appropriate administrator should report the activity to the District's Call Center (412-390-2790).

Network users shall not reveal personal addresses, telephone numbers or any personal identification information about themselves or other users.

## Copyright

17 U.S.C.

## 913. NETWORK USAGE AND SAFETY - Pg. 8

Sec. 101 et seq
or downloaded from the network shall be subject to fair use guidelines.

## Responsibilities

The School District shall make every effort to ensure that this educational resource is used responsibly by students, parents/guardians, staff and approved outside users.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other user in the School District and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use. Issues related to inappropriate use shall be referred to the Acceptable Use Steering Committee for review.

## Illegal Activities

Users shall not attempt to gain unauthorized access (hacking) to the District's network resources (equipment or applications) either internally through the District's network or an outside non-District network. This prohibition includes intentionally seeking information about passwords ("password cracking") belonging to other users, modifying passwords belonging to other users or attempting to log in through another person's account. Further, users may not attempt to access, copy or modify another user's files. These actions are not permitted and are illegal, even if only for the purposes of "browsing."

Users shall not go beyond their authorized access and permission level granted from the District.

Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by the Office of Information and Technology.

Users are also prohibited from destroying or vandalizing data, software or equipment.

Users shall not introduce or propagate computer viruses or worms.
Users shall not use any District resource to engage in any other illegal act.

## Consequences for Inappropriate Use

The network user shall be responsible for vandalism and/or other damages, including lost/extended resource time of technology staff or outside contractors, affecting the equipment, systems, software and functionality resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion/manipulation or damage to files or data belonging to others, copyright violations or theft of services and/or identity will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using District computers, network hardware/software resources and/or the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary and/or legal actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

## Further Provisions

It should be noted that all District computers, leased or owned, are the property of the District and are to be utilized as a tool to assist in education and job duties. No right of personal usage extends to the end-user in regards to private property.

The Board establishes that use of the Internet is a privilege, not a right; and that inappropriate, unauthorized and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary/legal action.

The School District reserves the right to log network use, to monitor fileserver space utilization by School District users, to restrict access to external network sites and to monitor e-mail usage, while respecting the privacy rights of School District users.

The School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for restoring any personally installed applications or data deemed as having no educational value.

The District reserves the right to re-image any District-owned/leased computer at its discretion.

## 913. NETWORK USAGE AND SAFETY - Pg. 10

20 U.S.C.
1232 g
Title 22
Sec. 12.31 et seq
P.L. 106-554

Sec. 1711, 1721, 1732

17 U.S.C.
Sec. 101 et seq
20 U.S.C.
Sec. 6777
47 U.S.C.
Sec. 254
PA Code
Title 22
Sec. 403.1
School Code
24 P.S.
Sec. 4601 et seq
Board Policy
913.1, 913.2

The School District shall not be responsible for any unauthorized charges or fees resulting from a user's ability or inability to access the Internet.

This policy in no way affects the duties and/or responsibilities of a School District pursuant to the Family Educational Rights and Privacy Act (FERPA) and the PA Guidelines for Dissemination of Student Information, 22 PA Code $\S 12.31$ et seq.

## SECTION: OPERATIONS

SCHOOL DISTRICT OF PITTSBURGH

TITLE: INTERNAL REVIEW BOARD (IRB)

ADOPTED: June 27, 1990
REVISED: Proposed March 2013
$\left.\begin{array}{|c|l|}\hline \text { 1. Purpose } & \begin{array}{l}\text { 914. INTERNAL REVIEW BOARD (IRB) }\end{array} \\ \text { The Board of Education of the School District of Pittsburgh desires to protect its } \\ \text { students during any collection of information required as a condition to the receipt of } \\ \text { grant or program funds, as well as during outside research protocols/studies. } \\ \text { Accordingly, the Board adopts the following policy in order to protect its students } \\ \text { and facilitate the pursuit and acceptance of grant and/or program funds with research } \\ \text { or evaluation components. } \\ \text { 2. Delegation of } & \begin{array}{l}\text { It is the purpose of this policy to make the Office of the Superintendent the } \\ \text { clearinghouse for all requests to conduct research, grants and/or programs with } \\ \text { research or evaluation components. The Superintendent or designee will provide a } \\ \text { recommendation to the Board concerning the pursuit of such grant or program funds. }\end{array} \\ \text { Authority } & \begin{array}{l}\text { Although the Board has delegated responsibility for administration of requests to the } \\ \text { Office of the Superintendent, the Board may choose to receive a monthly report on } \\ \text { the status of all requests for clearance to conduct research. If requested by the } \\ \text { Board, the Office of Research, Assessment and Accountability shall comply. }\end{array} \\ \text { Conflicts Of Interest } \\ \begin{array}{l}\text { No grant applications, programs, studies or proposals shall be submitted to the } \\ \text { Internal Review Board of the Board of Education of the School District of Pittsburgh } \\ \text { (IRB) which will allow a Board member or employee to receive any compensation, } \\ \text { remuneration, royalties or other monies for submitting and/or obtaining subsequent } \\ \text { approval of programs/grants. Nor shall any Board member or employee provide } \\ \text { public claims, statements, endorsements or commentaries related to any IRB } \\ \text { submissions (including those for grant applications, grants, programs, studies or } \\ \text { proposals) for which they would receive any compensation, remuneration, royalties } \\ \text { or other monies for such claims, statements, endorsements or commentaries related } \\ \text { to any IRB submissions (including those for grant applications, grants, programs, } \\ \text { studies or proposals). }\end{array} \\ \text { No grant applications, programs, studies or proposals shall be submitted to the IRB } \\ \text { that will allow the benefactor or benefactors to sell or market products based upon } \\ \text { information obtained from School District students, staff or parents/guardians. }\end{array}\right\}$

Pol. 917

Pol. 313.1

65 P.S.
Sec. 1101 et seq
SC 321-327
SC 810
4. Delegation of Responsibility

The provisions of Board Policy 917 - Code of Ethics, shall be incorporated by reference into this policy, specifically the section concerning solicitation or acceptance of anything of value from a party doing business with the District or interested in doing business with the District.

The provisions of Board Policy 313.1 - Employee's Use of Copyrighted Materials/Consulting By An Employee are incorporated by reference into this policy, specifically the section concerning a Board employee serving as a consultant.

All Board members and employees shall comply with all state and federal laws prohibiting conflicts of interest including, but not limited to the Pennsylvania Public Official and Employee Ethics Act, and the conflict of interest provisions of the Public School Code of 1949.

The Superintendent or designee shall be responsible to implement and maintain administrative regulations including relevant IRB definitions and procedures.

## References:

Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services National Institutes of Health, Office for Protection from Research Risks, Part 46 - Protection of Human Subjects, effective December 13, 2001

Family Educational Rights and Privacy Act - 20 U.S.C. Sec. 1232g
Public Official and Employee Ethics Act - 65 P.S. Sec. 1101 et seq.
School Code - 24 P.S. Sec. 321-327, 810

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: SCHOOL-BASED CONTRACTS
ADOPTED: June 27, 1990
REVISED: October 21, 2009
\(\left.$$
\begin{array}{|l|l|}\hline \text { 1. Authority } \\
\text { SC 427, } 508\end{array}
$$ \quad \begin{array}{l}915. SCHOOL-BASED CONTRACTS <br>
Section 427 of the School Code, as amended, provides that only the President of the <br>
School Board, together with the Secretary of the Board, can sign contracts that <br>
would legally bind the School District, provided that they had first received the <br>
approval of a majority of the members of said Board. <br>
Neither the Superintendent of the School District nor any other employee beneath <br>
the level of Superintendent can sign a contract that can legally bind the School <br>
District. <br>
Therefore, if an employee of the School District, including the principal of a school, <br>
signs a contract of any kind for the purchase of anything including services, that <br>
person will be the only person who is legally liable under that contract. <br>
In the past, individual teachers, activities directors, and principals have signed <br>
contracts relating to yearbooks, student pictures, class rings, arrangements for <br>
proms, field trips, candy and other items for resale, etc. Under this policy, that past <br>

practice as it applies to teachers and activities directors is absolutely forbidden.\end{array}\right\}\)| As to the principal, the signing of a contract for activities or items similar to those |
| :--- |
| listed above is permissible only if: |
| 1. The activity or the item cannot be provided in any other way. |
| 2. The principal understands and agrees that the signing of the contract by the |
| principal cannot legally bind the School District. |
| When a principal determines that an activity is important enough to the operation of |
| the school that a contract must be entered into, the following guidelines are |
| suggested. |

## 915. SCHOOL-BASED CONTRACTS - Pg. 2

Before signing the contract, the principal will:

1. Require that the member of the staff (activities director, club sponsor, etc.) who has initiated the recommendation to enter into the agreement initial the proposed agreement to indicate his/her recommendation of the contract and its terms.
2. Make certain that all terms agreed upon with the vendor are set forth in the contract in clear and precise language.
3. Read the contract, then discuss his/her understanding of its terms with the vendor to assure that there is no misunderstanding of terms.
4. Have the proposed contract reviewed by the Law Department if any part of it is not understood or agreed to.

After signing the contract, the principal will:

1. Keep a fully-signed copy of the contract for his/her file.
2. Make certain that the substance of any discussion between the principal and the vendor relating to the performance of the contract is confirmed in writing.
3. Upon the completion of the performance of the contract and final payment, confirm that fact in writing.
4. Keep the contract and all correspondence relating to it in a separate file folder for at least five (5) years from the date of the contract.
5. Contact the Law Department for advice as to the resolution of any problems that may arise regarding the contract.

## Background Checks

SC 111
Title 22
Sec. 8.1 et seq
23 Pa. C.S.A.
Sec. 6301 et seq
SC 111
23 Pa. C.S.A.
Sec. 6303

The Board is required by law to ensure that independent contractors and their employees comply with the mandatory background check requirements for criminal history and child abuse.

The Superintendent or designee shall ensure that all contractors submit for each of the contractor's prospective employees prior to employment:

1. Report of criminal history record information.

## 915. SCHOOL-BASED CONTRACTS - Pg. 3

|  | 2. Federal criminal history Registration ID number. <br> 3. Official child abuse clearance statement. <br> The District shall maintain a copy of the required information. <br> The criminal history record information and the child abuse clearance statement shall not be required for a contractor's employees who have no direct contact with students. <br> Mandatory background check requirements for criminal history and child abuse shall be included in all bidding specifications for contracted services. <br> Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract. |
| :---: | :---: |
| School Code $111,427,508$ <br> PA Code <br> Title 22 <br> Sec. 8.1 et seq <br> PA Statute <br> 23 Pa. C.S.A. <br> 6301 et seq <br> Administrative <br> Regulation <br> 915-AR |  |

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: SUBSTANCE ABUSE PROGRAM FOR CONTRACTORS

ADOPTED: February 27, 2002
REVISED: Proposed March 2013

## 916. SUBSTANCE ABUSE PROGRAM FOR CONTRACTORS

1. Purpose SC 510
2. Delegation of Responsibility
3. Guidelines

The School District is committed to a policy which prohibits the use of illegal drugs and the use of alcohol at the workplace. Drug and alcohol abuse on and off the job can contribute both to incidents and to greater risk for all individuals employed on the School District's property, as well as the general public.

The Superintendent or designeeand all other appropriate administrators and departments, are hereby authorized, empowered and directed to implement this policy and to amend existing policies, specifications and future contracts so that this policy shall be a part of said documents.

The contractor shall certify that its employees have passed an appropriate drug test before the employees will be permitted access to the School District's workplaces (Pre-Access Testing). The contractor shall supply all employee test data to a third party administrator where it will be input into a database. Maintaining a current database provides the means to determine if the contractor's employees have had a valid negative test within twelve (12) months, thus avoiding duplicate testing. These requirements will help ensure that the School District's work sites are free from the use and adverse effects of illegal drugs.

The Pre-Access Testing Program will be entirely the obligation, responsibility and cost of the contractor. Each contractor is expected to establish, administer and enforce its own programs to ensure compliance with this section and certification requirements. The third party administrator will validate the contractor's substance abuse testing program, at the cost of the contractor; will implement and manage a random testing program; and will develop/maintain the database for the School District. Any arrangements for collection and testing are strictly between the contractor and the third party administrator. Alcohol testing shall be for cause only and shall be performed according to established federal guidelines.

The contractor's program shall also include testing for cause. Testing for cause shall include testing under any of the following circumstances:

1. Observed behavior, by a supervisor and/or the School District, indicating that the contractor's employee may be under the influence of drugs or alcohol.
2. Involvement in, or cause of, an incident or an accident, which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to the School District's property.

The contractor's program shall comply with the following:

1. For drug testing, the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988, (and any amendments thereto). A 10-panel test is the minimum test level required.
2. For alcohol testing, National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984, (and any amendments thereto). In addition, for purposes of this agreement, the cut off level for alcohol shall be $0.04 \%$.

Random testing participants are selected by Social Security number from the total program participation. Selection is made by a computer using a number generating software program. Twenty-five percent ( $25 \%$ ) of the total program participation is randomly tested annually. A participant may be tested more than once.

The cost for Pre-Access Testing, for cause and random testing shall be the contractor's responsibility.

The contractor shall be responsible for the removal of any contractor's employee who fails to pass the drug or alcohol test.

Any employee of the contractor who refuses to submit to the test or tampers with the samples shall not be permitted to work on any of the School District's sites.

The contractor may include in its program a rehabilitation provision for its employees. In such cases, employees may return to the job site, provided that the contractor receives evidence from the employee that the employee has successfully completed treatment at an accredited facility. Such facility must be accredited through the Joint Committee on Accreditation of Health Care Organizations. Further, the contractor shall establish a follow-up testing program for any employee
returning to the School District's job site under this or any agreement with the School District. The follow-up testing will be performed without notice and at no cost and expense to the School District.

The contractor and the third party administrator shall maintain in strict confidence the names of its employees who fail the drug and alcohol tests.

Subject to the paragraph above, the School District may request, from time to time, and the contractor, through the third party administrator, shall provide detailed information and/or statistical reports for the School District's use in verifying the effectiveness of the contractor's program.

Subject to above, the contractor hereby grants to the School District and/or its designee the absolute right to examine and review, from time to time, any and all records related to the contractor's substance abuse program.

The contractor shall at all times indemnify, defend, protect and hold harmless the School District, its agents, officers and employees from and against any and all claims, damages, losses, costs, fines and expenses including, but not limited to, attorney's fees and investigative costs arising out of or in any way connected with the requirements of the program by any person, including the contractor's employees.

The contractor shall include the subcontractor's employees in its program or include the aforementioned requirements in its agreement with the subcontractor.

## References:

Code of Federal Regulations - 49 C.F.R. 382.305
School Code - 24 P.S. Sec. 510

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: CODE OF ETHICS

ADOPTED: February 22, 1995
REVISED: Proposed March 2013

## 917. CODE OF ETHICS

In order to maintain the highest level of public confidence in governing bodies and public agencies, it is necessary to hold public officials and employees to stringent standards of ethics. The public must be assured that decisions are made independently, free of any conflicts of interest and through the appropriate decision making channels.

To foster this end, the Board of Education of The School District of Pittsburgh hereby adopts a Code of Ethics as a matter of Board policy. The purpose of this policy is to set forth ethical guidelines for reference by Board members, employees, volunteers and persons doing business with the School District when involved in the expenditure and/or obligations of public funds or the collection and/or review of confidential information.

No Board member, employee, consultant, independent contractor, or volunteer of the School District of Pittsburgh shall use his/her position or any information received through his/her position to obtain financial gain, other than compensation provided by law, for himself/herself, a member of his/her immediate family or a business with which $\mathrm{s} / \mathrm{he}$ or a member of his/her immediate family is associated.

No information of an educational or taxpayer nature which is considered confidential by law or District policy shall be shared with anyone other than those authorized by the District or law to receive and review such information.

No employee shall solicit or accept from any party doing business with the District or interested in doing business with the District anything of value except as follows:

1. Gifts from family members wherein the motivation is the family relationship.
2. Non-pecuniary awards publicly presented in recognition of public service.
3. Admission to charitable, civic, political or other public events or attendance at business meetings where refreshments or meals of nominal value may be provided.

## 917. CODE OF ETHICS - Pg. 2



SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

ADOPTED: October 21,2009
REVISED: Proposed March 2013

## 918. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

1. Purpose
2. Authority
3. Guidelines
4. Delegation of Responsibility

The Superintendent or designee shall develop and disseminate written guidelines for use of AED systems.

AED units may be used by all members of a District building's core team who have successfully completed training and any trained volunteer who has a current course completion card.

References:
School Code - 24 P.S. Sec 1423
Civil Immunity for Use of Automated External Defibrillator and First Aid - 42 Pa . C.S.A. Sec. 8331.2, 8337.1

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: BREACH OF COMPUTERIZED PERSONAL INFORMATION

ADOPTED: October 21, 2009
REVISED: Proposed March 2013

| 1. Purpose | 919. BREACH OF COMPUTERIZED PERSONAL INFORMATION <br> Acknowledging the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board hereby adopts this policy to address the manner in which the District will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information. |
| :---: | :---: |
| 2. Authority 73 P.S. Sec. 2301 et seq. | The Board directs that District administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons. |
| 3. Definitions 73 P.S. Sec. 2302 | Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the District as part of the database of personal information regarding multiple individuals and that the District reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the School District for the purpose of the District is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the District and is not subject to further unauthorized disclosure. <br> Individual - means any natural person, not an entity or company. <br> Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted: <br> 1. Social security number. <br> 2. Driver's license number or state identification card number issued instead of a driver's license. |


| 4. Delegation of Responsibility 73 P.S. <br> Sec. 2303 <br> 73 P.S. <br> Sec. 2302 | 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account. <br> Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records. <br> Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number. <br> The Superintendent or designee shall ensure that the District provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the District in writing that the notification would impede a criminal or civil investigation, or the District must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The District will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key. <br> The District shall provide notice by at least one (1) of the following methods: <br> 1. Written notice to last known home address for the individual. <br> 2. Telephone notice, if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet site to visit for further information or assistance. <br> 3. E-mail notice, if a prior business relationship exists and the School District has a valid e-mail address for the individual. |
| :---: | :---: |


| 4. Substitute notice, if the District determines that the cost of providing notice <br> exceeds $\$ 100,000$, the affected individuals to be notified exceeds 175,000, or the <br> District does not have sufficient contact information. Substitute notice shall <br> consist of an e-mail notice if the District has an email address for the subject <br> persons, conspicuous posting of the notice on the District's Internet site, and <br> notification to major statewide media. <br> Sec. 2305 <br> 15 U.S.C. <br> Sec. 1681a | If the District provides notification to more than 1,000 persons at one (1) time, the <br> District shall also notify all consumer reporting agencies that compile and maintain <br> files on consumers on a nationwide basis of the timing, distribution and number of <br> notices, without unreasonable delay. |
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| References: |  |
| Breach of Personal Information Notification Act - 73 P.S. Sec. 2301 et seq |  |
| Fair Credit Reporting Act - 15 U.S.C. Sec. 1681 a |  |

SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

## TITLE: CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS

ADOPTED: March 21, 2007
REVISED: Proposed March 2013
TRACK CHANGES
$\left.\begin{array}{|l|l|}\hline \text { 1. Authority } \\ \begin{array}{l}\text { SC } 111 \\ \text { Title } 22 \\ \text { Sec. } 8.1 \text { et seq. } \\ \text { 23 Pa. C.S.A. } \\ \text { Sec. } 6301 \text { et seq. }\end{array} & \begin{array}{l}\text { 920. CLEARANCES/BACKGROUND CHECKS AND REPORTING } \\ \text { REQUIREMENTS }\end{array} \\ \text { Policy } 308 & \begin{array}{l}\text { It is the policy of the School District of Pittsburgh that all prospective employees } \\ \text { provide criminal background checks and child abuse clearance certificates required } \\ \text { by law prior to commencing employment and at established intervals set forth in this } \\ \text { policy, corresponding administrative regulations and applicable collective } \\ \text { bargaining agreements. } \\ \text { It is also the policy of the School District that independent contractors and their } \\ \text { employees who have direct contact with children, and bus drivers who are offered } \\ \text { employment by the School District or by an independent contractor providing } \\ \text { transportation services to the School District, provide criminal background checks } \\ \text { and child abuse clearance certificates required by law prior to commencing work and } \\ \text { at established intervals set forth in this policy, corresponding administrative } \\ \text { regulations and applicable contractual agreements. } \\ \text { The School District also requires certain school volunteers to obtain and submit a } \\ \text { criminal background report and child abuse clearance certificate prior to providing } \\ \text { volunteer services. }\end{array} \\ \text { 2. Guidelines } & \begin{array}{l}\text { Applicability }\end{array} \\ \text { SC } 111 & \begin{array}{l}\text { This policy applies to all prospective employees of the School District of Pittsburgh } \\ \text { and includes but is not limited to teachers, substitutes, janitors, cafeteria workers, } \\ \text { coaches, independent contractors and their employees except those employees of } \\ \text { independent contractors who have no direct contact with children. Additionally, this } \\ \text { section shall apply to bus drivers who are offered employment by the School District } \\ \text { or by an independent contractor providing transportation services to the School } \\ \text { District. } \\ \text { This policy shall apply to student teacher candidates assigned to schools within the }\end{array} \\ \text { School District of Pittsburgh. For purposes of this policy, student teacher } \\ \text { candidate shall mean an individual participating in a classroom teaching, internship, } \\ \text { clinical or field experience who, as part of the program for the initial or advance } \\ \text { preparation of professional educators, performs classroom teaching or assists in the }\end{array}\right\}$

## 920. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS - Pg. 2

education program in a public or private school or intermediate unit in the School District of Pittsburgh.
Prior to a student teacher candidate's participation in any classroom teaching, internship, clinical or field experience, that candidate shall provide to the administrator of his/her educator preparation program all criminal history record information required of an employee or prospective employee under this policy.
The student teacher candidate may not participate in any classroom teaching, internship, clinical or field experience if this policy would prohibit an employee or prospective employee subject to this section from being employed under those circumstances.
During the course of a student teacher candidate's participation in an educator preparation program, the administrator of the student teacher educator preparation program shall maintain a copy of the criminal history record information that is provided by the student teacher candidate.
If a student teacher candidate is continuously enrolled in an educator preparation program, the criminal history record information initially submitted by that candidate for that program shall remain valid during that period of enrollment, but subject to the requirements for reporting subsequent arrests or convictions for crimes 920-AR-1 of 3 enumerated under School Code Section 111(e) and (f.1) and set forth in corresponding administrative regulations to this policy. If a student teacher candidate's enrollment in an educator preparation program is interrupted or that candidate transfers to another educator preparation program, the candidate shall provide the administrator of his/her educator preparation program, all criminal history record information required of an employee who is subject to this policy.
This Board policy also applies to volunteers that will potentially have unsupervised direct contact with students, including, but not limited to, volunteer coaches and assistants and volunteers who will chaperone overnight school sponsored trips. Volunteers who have regular and routine contact with students are required to comply with the volunteer clearance requirements set forth below. A volunteer may have unsupervised direct contact with students and must be cleared if any of the following apply:

1. The volunteer will be present in the school or at school sponsored events on fifteen (15) or more days in one school year; or
2. The volunteer is serving as a coach or assistant coach; or
3. The volunteer may provide services or attend an event where there is a possibility that the volunteer could be alone with students; or

## 920. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS - Pg. 3



SC 111(f.1)(3)

Title 55
Sec. 3490.132

SC 111(h)
23 Pa . C.S.A.
Sec. 6301 et seq.

SC 111(j)
$920-A R-1$ of 3

920-AR-2 of 3

If a report of criminal history record information indicates the person has been convicted more than once for an offense enumerated in School Code Section 111 (f.1)(3)(relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree, the person shall be eligible for continued or prospective employment only if a period of three (3) years has elapsed from the date of expiration of the sentence for the most recent offense.

No person subject to this policy shall be employed or remain employed by the School District where the individual is the perpetrator of a founded report of child abuse or the individual responsible for a founded report of student abuse.

Any administrator or other person responsible for employment decisions or recommending employment decisions in the School District who willfully fails to comply with the provisions of this policy shall be subject to disciplinary action.

Any employee who once has obtained the information required by this section may transfer to another school within the School District and shall not be required to obtain additional reports before making such transfer. However, if a current employee transfers to another position $\mathrm{s} / \mathrm{he}$ will be required to obtain any clearances required by this policy that was not previously obtained.

## Continued Reporting Requirement for Employees and Contractors

If an employee, independent contractor, or employee of an independent contractor is arrested or convicted for an offense enumerated under School Code Section 111(e) or (f.1), and set forth in corresponding administrative regulations to this policy, the individual shall provide the appropriate administrator or designee with written notice within seventy-two (72) hours.

Notice shall be provided by completing the Arrest/Conviction Report and Certification Form (PDE 6004), which is attached to this policy as an administrative regulation.

## Provisional Employment

The District may not employ any applicant until the applicant has submitted the criminal history background check. The School District may employ applicants on a provisional basis for a single period not to exceed ninety (90) days subject to the following conditions:

1. The applicant has applied for the required information and, where applicable, the applicant provides a copy of the appropriate completed request forms to the administrator.


| $920-\mathrm{AR}-1$ of 3 | review this information to determine if the employee shall continue to transport District students. <br> School Volunteer Clearance Requirements <br> A school volunteer must be a cleared school volunteer if any of the following apply: <br> 1. The volunteer will be present in the school or at school sponsored events on fifteen (15) or more days in one school year; or <br> 2. The volunteer is a coach or assistant coach; or <br> 3. The volunteer may provide services or attend an event where there is a possibility that the volunteer could be alone with students; or <br> 4. The volunteer will accompany students on an overnight trip. <br> The school principal shall determine whether any of the above criteria apply. <br> The Board requires that a potential volunteer who meets any of the above criteria must obtain and submit the following prior to engaging in a volunteer position with a District school: <br> 1. A report of criminal history record information from the Pennsylvania State Police (Act 34); and <br> 2. A child abuse clearance certification from the Pennsylvania Department of Public Welfare (Act 151). <br> A federal criminal history report may be submitted in lieu of a Pennsylvania State Police report and may be required if the volunteer has not resided in Pennsylvania for the previous five (5) years. <br> Volunteers subject to these requirements must submit their clearances to the designated central District office prior to beginning their volunteer assignment and the clearances can be no more than one (1) year old at the time they are submitted. Once submitted, the clearances must be renewed at least once every three (3) years. A returning volunteer does not have to resubmit unless their clearances on file with central office are more than three (3) years old. <br> Where the report of the criminal history record information indicates the individual has been convicted of any offense enumerated under School Code Section 111(e), and set forth in corresponding administrative regulations to this policy, the individual may engage in a volunteer position with a District school only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense. |
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## 920. CLEARANCES/BACKGROUND CHECKS AND REPORTING REQUIREMENTS - Pg. 7

| 920-AR-1 of 3 | No individual may engage in a volunteer position with a District school where the <br> child abuse clearance shows that the individual is the perpetrator of a founded report <br> of child abuse or the individual responsible for a founded report of student abuse. |
| :---: | :--- | :--- |
| The Board requires school volunteers to immediately notify the appropriate central <br> District office if they are charged with child abuse, or arrested or convicted for an <br> offense enumerated under School Code Section 111(e) and set forth in the <br> administrative regulations to this policy, after submission of clearances and during <br> the period of service to the District. Failure on the part of a volunteer to make such a <br> timely notification shall be cause for termination of the volunteer relationship. |  |
| A Principal may permit provisional volunteers to begin services prior to receipt of |  |
| clearances only in the following circumstances and with the submission of an |  |
| affidavit for provisional volunteering: |  |
| a.The volunteer has applied for the required reports and clearance and, <br> provides a copy of the completed request forms to the administrator. |  |
| b.The administrator has no knowledge of information pertaining to the <br> volunteer which would disqualify him/her from volunteering. |  |
| c.The volunteer swears or affirms in writing that s/he is not disqualified <br> from volunteering pursuant to this policy. |  |
| d. If the information obtained reveals that the applicant is disqualified from |  |
| volunteering, the applicant shall be prohibited from volunteering in the |  |
| school. |  |
| e. The administrator does not permit the volunteer to work alone with |  |
| children and can ensure that the volunteer is supervised by a permanent |  |
| employee at all times until the necessary reports and clearances are |  |
| received. |  |

## SECTION: OPERATIONS

## SCHOOL DISTRICT OF PITTSBURGH

TITLE: FRAUD
ADOPTED: NEW Proposed March 2013
REVISED:

## 921. FRAUD

1. Authority
2. Definitions

The Board expects all Board members, District employees, contractors, volunteers, consultants, vendors and other parties that maintain a relationship with the School District to act with integrity, due diligence, and in accordance with law in their duties involving the District's resources. The Board is entrusted with public funds, and no one connected with the District shall act in a manner which erodes that trust.

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District;
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document;
3. Misappropriation of funds, securities, supplies or other assets;
4. Impropriety in handling money or reporting financial transactions;
5. Profiteering because of insider knowledge of District information or activities;
6. Disclosure of confidential and/or proprietary information to outside parties;
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors or persons providing services to the District;
8. Destruction, removal or inappropriate use of District records, furniture, fixtures or equipment;
9. Failure to provide financial records to authorized state or local entities;
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement; and

| 3.Delegation of <br> Responsibility | 11. Other dishonest or fraudulent acts involving District monies or resources. <br> The Superintendent or designee shall be responsible to implement and maintain <br> administrative regulations which will include the following: |
| :---: | :---: |
| 1.A system of internal controls designed to prevent and detect potential risks, <br> fraud, financial impropriety or fiscal irregularities within the District, which <br> shall be subject to review by the Board; |  |
| 2. Guidelines for reporting suspected fraud, impropriety or irregularity; <br> 3.Investigation procedures which shall apply to reports of suspected fraud, <br> impropriety or irregularity; and <br> 4.Measures to protect the confidentiality of individuals and facts involved in <br> suspected activity. <br> District administrators are responsible to be alert to indications of fraud, financial <br> impropriety, or irregularity within their areas of responsibility. <br> The Superintendent may recommend to the Board for its approval completion of a <br> forensic audit when it is deemed necessary and beneficial to the District. <br> The Superintendent shall ensure the appropriate authorities are notified, pursuant to <br> state law, when cases of fraud, embezzlement or theft have been identified. <br> The final disposition of the matter regarding employee or contractor discipline and <br> decision to file a criminal complaint or refer the matter to law enforcement and/or a <br> regulatory agency for independent investigation shall be determined by the Board <br> and Superintendent, in consultation with the Solicitor. |  |
| References: |  |
| Whistleblower Law - 43 P.S. Sec. 1421 et seq. |  |
| Sarbanes Oxley Act of 2002 - 15 U.S.C. Sec. 7201 et seq. |  |
| Whistleblower Protection - 18 U.S.C. Sec. 1513 |  |

