September 2019

Dear Shaler Area parents/guardians,

Included are the District’s annual notices for Special Education Services, Transportation, Food Services, and Buildings and Grounds. The annual notices also are posted online at: www.sasd.k12.pa.us.

This year’s annual notices include:

**Pupil Personnel Services and Special Education**
- Special Education services
- Child identification activities
- School records

For any questions or concerns, contact:
Dr. Kathleen Graczyk, Director of Student Services
Graczykk@sasd.k12.pa.us
412-492-1200 x2815

**Transportation**
- Audio recording on school buses and vehicles

For any questions or concerns, contact:
Ms. Sherri Ludwig, Director of Business Affairs
Ludwigs@sasd.k12.pa.us
412-492-1200 x2807

**Food Services**
- School Lunch/Breakfast Program – Charged Meal Policy
- Wellness Policy

For any questions or concerns, contact:
Ms. Sherri Ludwig, Director of Business Affairs
Ludwigs@sasd.k12.pa.us
412-492-1200 x2807

**Buildings and Grounds**
- Integrated pest management
- Asbestos notification

For any questions or concerns, contact:
Mr. John Kaib, Supervisor of Buildings and Grounds
Kaibj@sasd.k12.pa.us
412-492-1200 x2902
Notice of Special Education Services & Programs:

Each school district, along with other public agencies in the commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents, and describes the parents' rights with regard to confidentiality of information that will be obtained during this process.

This notice is only a summary of the Special Education services, the evaluation and screening activities, and the rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents.

For more information or to request evaluation or screening of a public or private school child, you may contact the Director of Student Services at (412) 492-1200 ext. 2815.

The content of this notice has been written in English but can be translated into other languages. If a person does not understand any of this notice, he or she may contact the Student Services Department at (412) 492-1200 ext. 2815 to request an explanation.

Identification Activities

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. These activities may include:

- Review of group data
- Conducting hearing screening
- Conducting vision screening
- Assessment of student's academic functioning
- Observation of the student
- Performing a Functional Behavioral Assessment (FBA) if the child is displaying difficulty in behavior
- Input from parents

After a child is identified as a child with a possible disability, he or she will be evaluated by a certified school psychologist once the parent/legal guardian grants the school district permission for their child to be formally evaluated.
Disability Categories

Shaler Area School District provides a Free and Appropriate Public Education (FAPE) to all eligible students who qualify for special education services through a Multi-disciplinary Evaluation (MDE) performed by a certified school psychologist.

To qualify for special education as an eligible student, the child must be of school age, in need of specially designed instruction, and meet the eligibility criteria for one or more of the following 13 physical and/or mental disability categories as set forth in the Pennsylvania State Regulations:

- Autism Spectrum Disorder
- Deaf-blindness
- Deafness
- Emotionally Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including Blindness)

Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control website at www.cdc.gov or The National Dissemination Center for Children with Disabilities (NICHCY) website at www.parentcenterhub.org.

Confidentiality

The school district maintains records concerning children enrolled in the school district, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

A parent may file a written complaint alleging that the rights described in this notice were not provided to: Pennsylvania Department of Education, Bureau of Special Education Division of Compliance, 333 Market Street, Harrisburg, PA 17126-0333.

The Department of Education will investigate the matter and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved. Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
Services for Protected Handicapped Students – (504)

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must insure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in, or access to, an aspect of the school program.

Early Intervention Identification

In Pennsylvania, a child between three (3) years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an “eligible young child.” The parents of these children have the same rights described above. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act.

Screening for preschool children is available through the Allegheny Intermediate Unit #3. For more information, you may contact: Allegheny Intermediate Unit - Preschool Early Intervention DART Program at (412) 394-5904; Dr. Susan Sams, Program Director at (412) 394-5816 or email at susan.sams@aiu3.net.

Educating Students with Limited English Proficiency (LEP) & English Learners (EL)

The education of students whose dominant language is not English is the responsibility of every school district/charter school in Pennsylvania. English language learners must be enrolled upon presentation of a local address and proof of immunization. The school district/charter school must administer a home language survey (HLS) to all students as required by the Office for Civil Rights (OCR). The results of that survey must be retained in the student’s permanent folder. For those students whose primary language is other than English (PHLOTE), the district must also determine the student’s English language proficiency. Then, if appropriate, ESL instruction will be provided for the limited English proficient student with local/state funds.

The Shaler Area School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact Dr. Kathleen Graczyk, Director of Student Services, at (412) 492-1200 ext. 2815.
Services to Students Who Are Mentally Gifted

In compliance with state law, the Shaler Area School District provides services designed to meet the unique needs of students who meet the criteria to receive Gifted and Talented Education (GATE). The Shaler Area School District identifies gifted students on a case-by-case basis based on state law and district procedures.

Such students may possess superior IQ scores and meet multiple criteria indicating gifted ability. An IQ score alone does not determine gifted ability. Additional criteria include, but are not limited to:

- Indicators of Classroom Performance
- Grades
- Standardized Test Scores
- Benchmark Assessment Scores
- Teacher Rating Scales
- Parent Rating Scales

If a child is suspected to be in need of such services, the parent/legal guardian will be notified of the evaluation procedures. If a parent/legal guardian believes their school-aged child may qualify for Gifted and Talented Education services, they may contact, in writing, the building principal where their child attends at any time to request determination of eligibility. An evaluation will be conducted with parent permission. Please note that entitlement to GATE services includes only those rights provided by Pennsylvania law.

Services for Students in Nonpublic Schools

Parents of nonpublic school students who suspect that their child has a disability and is in need of special education may request a multidisciplinary evaluation through a written request to Dr. Kathleen Graczyk, Director of Student Services, at graczykk@sasd.k12.pa.us.

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

This notice is only a summary of services covered under the area of Student Services. Should you require more specific information, or a more detailed explanation of the services offered in the Shaler Area School District, you may contact the Student Services Department at (412) 492-1200 ext. 2815.

Confidentiality of Student Records

The Shaler Area School District protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the District’s student records policy.

Student Records

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

Parents/legal guardians have the right to inspect their child’s records within forty-five days from the date the district receives a written request to do so. A written request for copies of the child’s records will be provided at a fee not to exceed duplicating costs. Requests for review, inspection, or duplication should be submitted to the staff person designated as having responsibility for the records (refer to the Location of Records section below). If the parent/legal guardian believes that any information in the records is inaccurate, misleading, or in violation of privacy, the parent/guardian may request a change in records or have a hearing if the request is refused.

Release of Information

Student records cannot be released without the written consent of the parent/legal guardian except for School Directory information, incidents specified in the policy, or as otherwise stated herein. School Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors received, offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height, dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student.

If you do not want School Directory information about your child being released for any reason, you must contact the school district in writing within thirty days from the start of each school year. Please address such requests with your child’s building principal as well.
**Additional Exceptions**

Student records may be moved to another school or school system in which the parent/legal guardian plans to enroll their child or in which the child is already enrolled. The parent/legal guardian must sign for the release of information with the new school district so that the Shaler Area School District may transfer student records for the purpose of enrollment or transfer. The following is a list of additional examples when student records may be released and to whom:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid or benefits for a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Compliance with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile system, pursuant to specific state law

**Maintenance of Records**

Student records will be maintained on a child until no longer necessary. Student permanent records are kept for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student’s name, birth date, address, enrollment date, class rank, grades, and academic and non-academic awards. Parents/legal guardians have certain rights with respect to their child’s records that have been transferred over to a student when he or she reaches the age of 18 or attends an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Special Education records must be retained for six years past the student’s graduation date. These records differ from the records included in a student’s permanent record and may include, but not limited to, psychological testing, reevaluation reports, progress monitoring, IEPs, NOREPs, and mental health evaluations.

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

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Should your primary language not be English, you may request assistance in understanding the records policy and your child’s records, or if you wish to review the policy regarding records for eligible and non-eligible students, you may view the school board policy on our website at [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) or contact the Student Services Department at (412) 492-1200 ext. 2815.

Should you feel that the District is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.
Location of Records

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

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact their child’s Building Principal or the Director of Student Services.

The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).
Audio Recording on School Buses and Vehicles

Recently, an amendment to the Wiretap and Surveillance Act was signed into law by Governor Corbett. The amendment clarifies that audio taping on buses and school vehicles is now permitted. Use of video recording devices on school buses has been in use for many years, however, the Wiretap and Electronic Surveillance Act had been interpreted as not permitting audio taping. This new amendment now provides clear legal authority to permit audio taping on school buses.

Audio taping on a school bus or a school vehicle is permitted as long as the following are provided:

1. The school district has adopted a policy that authorizes audio interpretation for disciplinary or security reasons.
2. Each year, the school board notifies its students and parents or guardians of the policy by letter mailed to the students' home address.
3. The school district posts a notice that students may be audio taped, which notice is clearly visible on each school bus or school vehicle that the bus or vehicle is furnished with audio recording equipment.

This notice is to inform you that on September 17, 2014, the Shaler Area School District Board of Directors updated Policy 810 Transportation to include this revision.

Thank you,

Shaler Area School District
<table>
<thead>
<tr>
<th>Purpose</th>
<th>Transportation for students shall be provided in accordance with law and the following guidelines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority</td>
<td>The Board may purchase, equip, and maintain vehicles or contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.</td>
</tr>
<tr>
<td></td>
<td>Transportation service will be provided for resident students who live more than two (2) miles from the assigned secondary school or more than one and one-half (1-1/2) miles from the assigned primary and elementary (K-6th) schools. Transportation service may be provided to students who live on roads which have been certified as hazardous by the Pennsylvania Department of Transportation.</td>
</tr>
<tr>
<td></td>
<td>Students who attend public schools and meet the criteria for distance or safety shall be provided transportation service within the attendance areas served by their designated schools. If permission is granted to attend a school outside of the normal attendance area because of a change of family residence during the school year, the parents must provide transportation for the student.</td>
</tr>
<tr>
<td></td>
<td>Transportation shall not be provided to non-public, non-profit schools located more than ten (10) miles beyond the boundaries of the school district.</td>
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<tr>
<td></td>
<td>The non-public, non-profit school shall certify in writing that all students for whom transportation is requested are residents of the Shaler Area School District and are enrolled in their regular education program from kindergarten through grade twelve.</td>
</tr>
<tr>
<td></td>
<td>Special education and handicapped students shall be provided transportation in accordance with the provisions of the State Board of Education regulations.</td>
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<tr>
<td></td>
<td>No driver shall be employed until such candidate has finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting and the District has evaluated the results of that screening process. However, the candidate can begin employment while these various background checks are being processed.</td>
</tr>
</tbody>
</table>
Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district’s transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

Bus Stops and Schedules

Prior to the beginning of each school year, the Board shall approve the transportation bus stop locations for that year.

Minor modifications may be made by the administrative staff when necessary. Additions or deletions to the list of approved bus stop locations must be subsequently approved by the Board.

The following guidelines shall be followed in developing transportation schedules:

1. Stop locations will generally be located no closer than 1,500 feet; however, on hazardous roads, stops may be scheduled no closer than 500 feet. Existing bus stops as of September 1, 1997, in violation of the above will continue to be served. However, if and when students are no longer using this stop, services to said stop will be discontinued and the above rule will apply henceforth.

2. Stops will generally be located at intersections and not at a student's home. Exception may be made for special education and physically handicapped students upon the recommendation of the Supervisor of Pupil Personnel.

3. Students are generally required to walk up to 0.3 miles to a bus stop; however, they may be required to walk up to 1.5 miles in accordance with state law.

4. The district shall attempt to limit the ride times to one (1) hour or less in most instances.

5. Load limits on buses shall generally be kept to three (3) for primary and elementary school (K-6th) students per seat and two (2) for secondary schools (7th–12th) students per seat.

6. The maximum number of students at a bus stop shall be established. Exceptions may be made at stops where crossing guards are located.

   a. High School (9-12)   25
   b. Middle School (7-8)  25
   c. Elementary School (4-6) 20
   d. Primary School (K-3) 15
7. In the interest of efficiency and economy, transfer schedules may be established for both public and non-public school students.

Assignment of Students to Specific Runs

Only eligible students and authorized individuals shall be transported on vehicles.

Each student for whom transportation is provided shall be assigned a vehicle and a route. Students are not permitted to transfer to other vehicles or routes without prior authorization from the principal and the Transportation Department.

Parents may request in writing that a student be reassigned to a different vehicle or route.

Requests shall be reviewed and may be granted in accordance with the following criteria:

1. The route operates to/from the student's assigned school.
2. The route does not have to be changed or extended.
3. The stop exists on the route; a new stop is not created.
4. The number of students on the vehicle will not exceed the legal limits of the vehicle.
5. This change does not result in increased costs to the school district.
6. Except under emergency conditions, the change shall be reasonably long-term to allow compliance with state law mandating a roster of students being transported be in the possession of the bus driver.

Transportation to Day Care Centers

Requests to transport students to day care centers may be granted in accordance with the following criteria:

1. There are a minimum of 3 students transported to and from each licensed day care center.
2. The day care is located within the primary or elementary school boundary the student is assigned.
3. For schools where there is no licensed day care center within the primary school boundary, the District may grant transportation to/from the following centers if there are more than 3 students.

<table>
<thead>
<tr>
<th>School Boundary</th>
<th>Day Care Center(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burchfield</td>
<td>Burchfield YMCA</td>
</tr>
<tr>
<td></td>
<td>Glenshaw Presbyterian Church</td>
</tr>
</tbody>
</table>
School District Employees as Drivers

When practical, those employees who may not possess a commercial driver's license, such as teachers, coaches, activity sponsors or administrators, may be permitted to transport students in a district-owned vehicle or a district-leased vehicle. Such vehicles shall not be designated to transport more than ten (10) passengers including the driver.

An employee requesting the use of a district-owned vehicle must submit a transportation request form to his/her supervisor at least two (2) days in advance. The form, along with a copy of the employee's current valid operator's license, shall then be forwarded to the transportation department for approval and scheduling.

Public Fares

Public transportation passes will generally be issued when it is the most economical and feasible means of transport.

Contracted Services

When it is impracticable or unreasonably expensive to provide transportation service with district vehicles or public transportation, transportation service may be contracted as follows:

1. With another public school district.
2. With a non-public school entity.
3. With a public carrier properly licensed in the Commonwealth.
4. With a parent contract.

The contractor shall provide a certificate of insurance providing coverage as required by the district. The contractor shall also comply with all federal and state laws and regulations. All carriers with the exception of parents of the students being transported shall be required to provide Act 34 and Act 151 clearances in advance.
18 Pa. C.S.A.
§ 5703

Chaperones

Chaperones may be provided on field trips and extracurricular activity trips.

Chaperones must be approved by the principal; must be at least eighteen (18) years of age, and shall not be a student of the school district. Minor children shall not accompany a chaperone unless such children are enrolled in the school and program or class sponsoring the trip. The number of chaperones shall be included on the transportation request form.

Student Safety and Discipline

The safety of students riding school vehicles is of primary concern to the school district.

The school district shall provide a continuing safety and discipline program to all students who are transported in school vehicles.

The safety and discipline program will be provided annually to all students. Emergency evacuation drills shall be conducted during the months of September and March and shall include practice and instruction concerning the location, use and operation of emergency doors and fire extinguishers and the proper evacuation of vehicles in the event of fires and accidents. The Department of Transportation, in cooperation with the building principals, shall schedule this program.

All drivers will be provided proper training and instruction in the safety and discipline program and emergency procedures. Drivers shall be responsible for conducting the emergency drills, on school grounds as directed.

Audio/Video Equipment on Transportation Vehicles

The Board authorizes the use of audio/video surveillance equipment on vehicles used for the transportation of pupils. The purpose of this system is to support the discipline policies of the school district. The operation and use of the audio/video surveillance system shall be included in the student ridership and the driver in-service training programs. The audio/video surveillance equipment shall record audio and visual images.

Notification of the audio/video surveillance system on such vehicles shall be provided to parents, students, and staff. A notice shall be placed in each vehicle indicating that such a surveillance system may be in operation.

Audio/video recordings will be maintained by the Transportation carrier for a period of five (5) school days following the date of taping except in those instances where action for misconduct is pending. Employees responsible for implementing the discipline policies of the school district shall be permitted to view and listen to the recordings. A student and his/her parents may view and listen to only that portion of an audio/video recording which relates to the discipline of the student.
School Bus Operation Standards

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

The Board shall ensure that permanent signs notifying drivers of the idling restrictions are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.
Frequently Asked Questions

The bus drives right past my house. Why can’t it stop at my house? Stops are placed to be convenient for groups of students in the subdivision. The higher frequency of stops makes the motoring public impatient. This results in people driving around the bus, a dangerous situation. It also delays the bus by increasing the number of stops and makes the student ride time longer.

Why can’t you come further into my subdivision or cul-de-sac? Buses come in various lengths, widths, heights and weights. The length is what limits the school bus to be maneuvered in cul-de-sacs and tight places. Most subdivisions are not designed with school bus transportation in mind.

I can’t see the bus stop from my house. Shaler Area provides transportation for over 5,000 students. We are not able to position bus stops so that all parents are able to see the stop from their home.

I leave for work early and can’t watch my child get on the bus. Can’t the stop be at my home? In order to be consistent and fair in placement of bus stops, Shaler Area is not able to establish stops based on personal circumstances.

We live on a cul-de-sac. Will the bus come down our street? Except for special education circumstances, buses are generally not routed into a cul-de-sac. Cul-de-sac stops are considered unwise for the following reasons: 1. Cul-de-sac stops create blind spots often causing students to enter or exit in a danger zone around the bus (at a corner stop or street curb stop, they enter/exit outside the danger zone). 2. Different styles and sizes of busses make maneuvering in cul-de-sac difficult. 3. The rear of the bus potential to swing around close to the sidewalk. 4. Parked cars and other obstacles create road hazards that may not be seen until entering the cul-de-sac and at a point of no return. 5. Property damage to mailboxes and landscaping.

Why do some children have to cross the street to board the bus? We are not able to route busses so that all children can board the bus on the door side. We suggest if you prefer, children wait on the side of the street where they reside. The bus will stop traffic in all directions to accommodate students that need to cross the street. Once the safety lights are flashing and the stop sign arm is extended, it is safe for the children to cross the street.

My child carries a large musical instrument and/or heavy backpack. He is the only student using the stop. It needs to be closer to our home. Bus stops are centrally located for all students along a route. Bus stops are not changed to accommodate one or more students because that may displace other students further from their home.

My child goes to a daycare provider before/and/or after school will he be provided transportation? Transportation may be available if there is an existing stop on an existing run which services your child’s school. Check with the Transportation Department to see if this may be possible.

Why is my child’s bus late? Weather, traffic, driver absenteeism, maintenance difficulties and unforeseen incidents are responsible for delays in arrival of school busses. Please know that we do everything possible to have all busses running on schedule each and every day. In the event your bus does not arrive as scheduled, contact Transportation at 412-492-1200 ext 2824. Please allow 10-20 minutes before calling.

Why can’t you call when you know the bus will be late? There are as many as 50-60 students on each bus. It would be impossible to contact everyone in such a short time frame and many parents are not home or are waiting at the stop for their child.

My child is starting Kindergarten. Will the bus pick my child up in front of the house? There are no special laws or requirements for transporting students enrolled in kindergarten. Kindergarten students will not be dropped off without a parent or authorized guardian visible to receive the student. If no one is home to receive the student, that student will be returned to the bus garage and the parent will need to make arrangements to pick the student up from the garage.

Why are there only a few students on some busses and my child’s bus is crowded? Decisions regarding each bus route are made by careful planning based on information from school registration, previous similar routes and Department of Transportation data. Most routes are fixed in late summer and changes can be expected during the first three weeks of school. Distance from school, number of busses and drivers, and grouping of students and neighborhoods are all factors that are considered. Sometimes it is just not possible to have the exact number of students on every run. Load limits on busses are generally kept to three (3) elementary students per seat and two (2) secondary students per seat.
**Why is there an address stop on the route if buses do not make house stops?** Address stops may occur for a special needs student on a regular route, mid-point on a long street, or along hazardous roads.

**How far can a bus stop be from the student’s home?** Students are generally required to walk up to 0.3 miles to a bus stop; however, they may be required to walk up to 1.5 miles in accordance with state law.

**What time should I have my child at the bus stop?** We ask that students arrive approximately 10 minutes before the scheduled pick-up time. There will be fluctuations in the schedule, especially during the first few weeks of the school year. We ask for your patience, pick-up and drop-off times become more consistent after the first few weeks of the school year. Please use these more consistent times when planning your trip to the bus stop.

**Is there a link to the School Board Transportation Policy?** [Policy Number 810](#).
August 2019

Dear Parents/Guardians:

Shaler Area School District is proud to announce the approval of breakfast grants for all the Primary and Elementary schools for the year of 2018-2019 and the Middle and High Schools for the 2019-2020 year. These grants will allow our food service program to emphasize breakfast at your school.

Our initiative is to create innovative methods of serving healthy breakfasts to ultimately address the multiple barriers that currently create a lack of participation. As your children head back to school this fall, they may encounter alternative breakfast serving models hoping to reach every student and diversify our program.

Research has demonstrated that eating breakfast helps students pay attention, improves academic performance, and leads to better behavior in the classroom. Additionally, students who eat breakfast demonstrate higher quality nutrient intakes than students who do not eat breakfast. With the help of the parents, school administration, and staff, we have an opportunity to reduce student hunger and encourage all to participate.

Sincerely,

Sean C. Aiken, Superintendent of Schools
Shaler Area School District
Dear Parents/Guardians:

The Shaler Area meal program aims to provide nutritious meals to children during the school day. Because student breakfast and lunch payments are local revenues, school districts are required to adopt a meal charge policy. On December 6, 2017, the district approved an updated School Lunch/Breakfast Program – Charged Meal Policy (No. 808.1, Attached). The purpose of this policy is to establish fair and consistent rules regarding charges, allow the food service department to collect monies due for meal service provided, and build positive and clear communication between the food service, district staff, and community regarding these guidelines.

Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. However, if you are unable to pay for meals, please complete the free and reduced application which is available online at www.schoolcafe.com. Keep in mind, all students who were previously on this program must REAPPLY every year. The following are the methods in which you may pay for your child’s meals or a la carte items if you are not eligible for free/reduced lunches.

1. Use the district’s free MyPaymentsPlus online portal www.mypaymentsplus.com to add money to your child’s lunch account and check balances or call 1-877-237-0946.
2. Write a check payable to “SASD Cafeteria Fund” and send it to the school cafeteria or secretary.
3. Send cash to school with your child.

The district understands that occasionally negative balances can occur, accordingly this board policy defines the specific procedures for negative accounts.

During the year, families will begin to receive phone calls weekly when a student’s lunch account balance reaches $5 or less. A weekly email also will be sent on Tuesdays when a student’s balance is negative. If you are not receiving either of these notifications, please send your updated email and contact phone number to your student(s)’ building. Letters will be sent via regular or certified mail once a student’s lunch account reaches a negative balance of $25 or more. If collection of the negative amount has not occurred or a payment plan is not established within 10 days of the certified letter:

- Report cards will not be mailed or available online
- Access to the parent portal will be denied
- A collection agency may be utilized
- Collections may be turned over to the magistrate

(Parents are responsible to pay the amount due and all fees associated for the collection of amounts due.)

If you have any questions concerning this policy, please contact your building administration.

Sincerely,

Sean C. Aiken, Superintendent of Schools
Shaler Area School District
## 808.1 SCHOOL LUNCH/BREAKFAST PROGRAM - CHARGED MEAL

### 1. Purpose
The policy of the Shaler Area School District is to provide for students’ needs for a healthy meal whenever possible. However, due to the number of students who arrive in the cafeteria without appropriate lunch payment, federal and state agencies require that the Board of School Directors adopt and implement a meal charge policy for those students who arrive at the cafeteria without the appropriate account balance or money.

Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Notwithstanding the foregoing, regardless of whether a student has money to pay for a school meal or owes money for school meals, the Shaler Area School District shall require its schools to provide a school food program reimbursable meal to a student who requests one, unless the student’s parent or guardian has specifically provided written directive to a school to withhold a school meal.

Where a student comes through the serving line without the appropriate form of exchange, Shaler Area School District will utilize the following procedures:

Charges will be limited to one reimbursable meal, and no charging will be allowed for any a la carte items.

When an account balance is low or becomes negative, parents or guardians will be notified via a variety of methods. Emails, phone calls and written notices may be utilized. The notifications will detail that only a reimbursable meal will be served until the negative balance is restored to positive. If the situation persists, the school administration will schedule a conference with the child’s parents or guardians. Parents or guardians will be notified at the end of each grading period of the amount owed on their child’s account. All charges must be paid in full at the end of each grading period or the student’s report card will not be mailed to the parents or guardians.

When any student owes money for five (5) or more school meals, the student’s school will utilize the following procedures:

1. A representative from the student’s school shall make at least two attempts to reach the student’s parent or guardian and have the parent or guardian apply for participation in the school food program.
2. The student’s school may offer assistance with applying for participation in the school food program.

Administrative Responsibility

The Shaler Area School District and its schools will not:

1. Publicly identify or stigmatize a student who cannot pay for a school meal or who owes money for school meals.
2. Require a student who cannot pay for a school meal to perform chores or other work to pay for the school meal. This prohibition shall not apply if chores or other work are required of all students regardless of the student’s inability to pay for the school meal.
3. Require the student to discard a school meal after it was served to the student due to the student’s inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

All communications regarding money owed by a student for school meals shall be directed to the student’s parent or guardian and not to the student. Schools may contact the student’s parent or guardian by means of a letter addressed to the parent or guardian that is delivered by the student.

School Records

The Shaler Area School District, along with the food service contractor, will maintain a list of students who have incurred negative charges for meals.

Collection Policy

The Shaler Area School District may pursue collection of negative account balances through appropriate collection measures. Unpaid charges will be carried on a student's account from year to year. Report cards will not be mailed to the parents or guardians if there is an unpaid balance on the student's account at the end of each grading period and access to the parent portal program shall be denied to parents or guardians. Transcripts may be withheld until the negative balance has been paid.

When a student's account balance reaches $25 or more, notice will be sent to the parents or guardians either via regular or certified mail stating the amount due and describing further action that will be taken if the parents or guardians do not pay the amount due within ten (10) days. If no response is received from the parents or guardians within the ten (10) days, the student's account may be turned over to the magistrate or a collection agency or other collection procedures deemed appropriate for collection against the parents or guardians. Parents or guardians will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate or collection agency for the collection of monies due to the cafeteria.
If payment has not been collected within thirty (30) days, the student’s parents or guardians shall be denied access to any parent portal program made available to parents by the Shaler Area School District.

References:

School Code – 24 P.S. Sec. 1337

Board Policy 808
Dear Parents/Guardians:

The Shaler Area School District has developed a wellness policy as attached, School Board Policy Number 246. The district recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

If you have any questions concerning this policy or would like to participate in the development, review, update, and implementation of the Local School Wellness Policy, please contact your building administration.

Sincerely,

Sean Aiken, Superintendent of Schools
Shaler Area School District
# Shaler Area School District

**Section:** Pupils  
**Title:** School Wellness  
** Adopted:** July 19, 2006  
**Revised:** March 19, 2008; August 20, 2014; June 21, 2017

| 1. Purpose | 246. SCHOOL WELLNESS  
*Shaler Area School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.*  
  
To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal guidelines.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

| 2. Authority | The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws and regulations.

SC 1422.1  
42 U.S.C.  
Sec. 1758b

| 3. Delegation of Responsibility | The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district’s schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.

42 U.S.C.  
Sec. 1758b

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district’s compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Assign the food service company to review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

42 U.S.C.
Sec. 1758b

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods as deemed necessary by the administration. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that the committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness Policy that complies with law to recommend to the Board for adoption.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.

Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by
creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

**Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Students and the community shall have access to physical activity facilities outside school hours in accordance with established district rules.

**Physical Education**

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Physical education shall be taught by certified health and physical education teachers.

**Other School Based Activities**

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the food service contractor and in compliance with federal regulations shall administer the school meals program.

Professional development and continuing education shall be provided by the
food service contractor for district nutrition staff, as required by federal regulations.

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch. District schools shall implement alternative service models to increase school breakfast or lunch participation where possible. This could include breakfast served in the classroom, “grab and go breakfast” and breakfast after first period.

Meal periods shall be scheduled at appropriate hours, as defined by the district.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition professionals who meet criteria established by the district shall administer the school meals program.

The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.

**Goals of the School Wellness Policy**

42 U.S.C. Sec. 1751 et seq. 1773

Goals of the School Wellness Policy shall be considered in planning all school based activities

**Nutrition Standards/Guidelines for All Foods/Beverages at School**

7 CFR Sec. 210, 11, 220.12a

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

7 CFR Sec. 210.11

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

SC 504.1

**Competitive Foods**

Pol. 209.1

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.
For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The Superintendent or designee may implement administrative policies concerning competitive foods and beverages, which may limit items sold and/or restrict times permitted for sales.

Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption. Exemptions may only be approved by the Superintendent or designee.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and incentives:
   a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

2. Classroom Parties and Celebrations:
   a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
   b. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
c. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life threatening allergic reactions.

2. Ensure a rapid and effective response in case of a severe or potentially life threatening allergic reaction.

3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

References:

School Code – 24 P.S. Sec. 504.1, 1337.1, 1422, 1422.1, 1422.3, 1512.1, 1513

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.
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<tr>
<th>School Breakfast Program – 42 U.S.C. Sec. 1773</th>
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<td>National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Part 220</td>
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NOTIFICATION LETTER FOR PARENTS, GUARDIANS AND SCHOOL DISTRICT STAFF

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our facilities for asbestos-containing materials. The EPA requires us to perform a re-inspection of the materials every three (3) years by a certified EPA/PA licensed Building Inspector and every (6) months in house. During August 2016 AGX, Inc. performed the three (3) year re-inspection. The 2018-2019 inspection was performed on September 14, 2018 and March 8, 2019. An accredited Management Planner reviewed the reports and recommended response actions to safely manage each asbestos material in our buildings.

Asbestos removal work occurred during phase 1 of the roof replacement project at Shaler Area Elementary School during the summer of 2019.

Reports are filed in the Asbestos Management Plan in the school district’s Buildings and Grounds department. The individual school’s administrative offices also retain a copy of the most recent Asbestos Inspection conducted. Any of these reports are available to employees, contractors, parents and legal guardians. If you would like to review the reports, please contact the Buildings and Grounds Department during regular school hours.

In addition, the Shaler Area School District has appointed AGX to serve as the district’s Asbestos Program Manager. AGX will continue to notify the parents and staff of Shaler Area School District, at least annually, of any inspections and asbestos removal work performed. If you should have any questions or concerns please contact John Kaib, Supervisor of Buildings and Grounds at (412) 492-1200, ext. 2900 for more information.

Sincerely,

Sean Aiken
Superintendent
NOTIFICATION LETTER FOR PARENTS, GUARDIANS AND SCHOOL DISTRICT STAFF

The Shaler Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products possible. Applications will be made only when unauthorized person(s) do not have access to the area(s) being treated. Notices will be posted for planned applications in these areas 72 hours prior to application and for two days following the application.

Planned fertilizing will take place in the fall during the last week in September through the first week in November and in the spring from April through June on Friday, Saturday, Sunday, or Monday with Saturday being the first choice.

Routine pest control is done in every building in the District the second Friday of every month starting at 2:30 p.m. The pest control technician goes to the Building and Grounds offices first, then the Middle School, the High School, the Elementary School, Scott Primary, Burchfield Primary, Marzolf Primary, and, lastly, Reserve Primary. If there is no school on the second Friday of the month due to holiday, snow day, etc., the pest control is done the following Friday (the third Friday of the month). Routine pest control for outside areas (bleachers, fields, etc..) will be done at the beginning of each season on Friday.

Parents or guardians of students enrolled in the school and district staff may request prior notification of specific pesticide applications made at any given school. To receive notification for a specific school, you must be placed on the school’s planned notification registry for that school building. If you would like to be placed on this registry, please notify the District in writing. Include your home address, daytime and home phone number, and the school(s) for which you want to be notified. E-mail is our preferred mode of communication for this information, so include your e-mail address if you have one.

Please forward your written request, which specifies your desired manner of notification to:
John Kaib, Shaler Area School District, 1660 Butler Plank Road, Glenshaw, PA, 15116.
If a chemical application must be made to control an emergency pest problem, notice will be provided to any parent, guardian, or school district staff who has requested such notification in writing for a specific building. Again, our preferred mode of communication will be e-mail unless you specify that you desire a phone call. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and staff, and gel-type baits placed in cracks, crevices, or voids; swimming pool maintenance chemicals, and any summertime fertilizer applications. Each year the District will prepare a new notification registry.

If you have any questions, please contact John Kaib, IPM Coordinator at 412-492-1200, extension 2900.

Sincerely,

[Signature]

Sean Aiken
Superintendent