

Shaler Area School District

1800 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • www.sasd.k12.pa.us

Sean C. Aiken, Ed.D
Superintendent of Schools

Bryan E. O'Black, Ed.D
Deputy Superintendent of Schools



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

September 2022

Dear Shaler Area parents/guardians,

Included are the District's annual notices for Student and Special Education Services, Transportation, Food Services, and Buildings and Grounds. The annual notices also are posted online at: www.shalerarea.org.

This year's annual notices include:

Student Services and Special Education

- Special Education services
- Child identification activities
- School records
- Homeless students

For any questions or concerns, contact:

Dr. Kathleen Graczyk, Director of Student Services
Graczykk@shalerarea.org
412-492-1200 x2815

Transportation

- Audio recording on school buses and vehicles

For any questions or concerns, contact:

Mrs. Sherri Jaffee, Director of Business Affairs
Jaffees@shalerarea.org
412-492-1200 x2807

Food Services

- School Lunch/Breakfast Program – Charged Meal Policy
- Free & Reduced-Price School Meals application
- Wellness Policy

For any questions or concerns, contact:

Mrs. Sherri Jaffee, Director of Business Affairs
Jaffees@shalerarea.org
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@shalerarea.org
412-492-1200 x2902

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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 Language Learners (ELL)

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 Non-public Schools

Parents of non-public 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@shalerarea.org.

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 non-public 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.shalerarea.org 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).

Homelessness

In compliance with the Federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Shaler Area School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Laurie Cortazzo, School Social Worker and Homeless/Foster Liaison. She can be reached at (412) 492-1200 ext. 3508 or by email at cortazzol@shalerarea.org.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

SHALER AREA SCHOOL DISTRICT

No: 251

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: AUGUST 20, 2003

REVISED: MARCH 19, 2014; APRIL 8, 2020

| 251. HOMELESS STUDENTS | |
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| <p>1. Authority 42 U.S.C. Sec. 11431 et seq SC 1306 Title 22 Sec. 11.18</p> | <p>The Board recognizes the need to promptly homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.</p> <p>The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.</p> <p>The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.</p> <p>It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.</p> |
| <p>2. Definitions 42 U.S.C. Sec. 11434a</p> | <p>Enroll or Enrollment means attending classes and participating fully in school activities.</p> <p>Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence, and includes:</p> <ol style="list-style-type: none">1. Children and youths who are:<ol style="list-style-type: none">a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;c. Living in emergency, transitional or domestic violence shelters; ord. Abandoned in hospitals.2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; |

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| <p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p> <p>Pol. 906</p> | <ol style="list-style-type: none"> 4. Migratory children who qualify as homeless because they are living in circumstances described in above; and 5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations. <p>School or origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.</p> <p>Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.</p> <p>The Board designates the Superintendent or his/her designee, the School Psychologist to serve as the district’s liaison for homeless children and youths.</p> <p>The district’s liaison shall ensure outreach and coordination with:</p> <ol style="list-style-type: none"> 1. Local social service agencies and other entities that provide services to homeless children and youths and families. 2. Other school districts on issues or prompt identification, transfer of records, transportation and other inter-district activities. 3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act. 4. State and local housing agencies responsible for comprehensive housing affordability. <p>The district’s liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.</p> <p>The district’s liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania’s Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.</p> |
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| <p>4. Guidelines 42 U.S.C. Sec. 11431</p> | <p><u>Enrollment/Placement</u></p> <p>Best Interest Determination -</p> <p>In determining the best interest of a child or youth, the district shall:</p> <ol style="list-style-type: none"> 1. Presume that keeping the child or youth in the school or origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth. 2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth. 3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal. <p>Placement –</p> |
| <p>42 U.S.C. Sec. 11432</p> | <p>In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.</p> <p>Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.</p> <p>The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.</p> <p>The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.</p> <p>Enrollment –</p> <p>The selected school shall immediately enroll the student and begin instruction, even if:</p> <ol style="list-style-type: none"> 1. The student is unable to produce records normally required for enrollment. 2. The application or enrollment deadline has passed during any period of homelessness. |

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.

The district may require a parent/guardian to submit contact information.

Assignment –

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.

Dispute Resolution –

If a dispute arises over eligibility, enrollment or school selection:

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Educational Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and shall not be deemed to be directory information.

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:

1. Transportation services
2. School nutrition programs
3. Career and technical education
4. Preschool programs
5. Educational programs for which the homeless student meets the eligibility criteria, such as:

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| <p>42 U.S.C. Sec. 11432 SC 1306</p> <p>School Code 1306</p> <p>PA Code Title 22 Sec. 11.18</p> <p>20 U.S.C. Sec. 6301</p> <p>42 U.S.C. Sec. 11422 et seq.</p> <p>34 CFR Part 99</p> <p>67 Fed. Reg. 10698</p> <p>PA Education for Homeless Children and Youth State Plan</p> <p>Board Policy 201, 203, 204, 209, 216, 810, 906</p> | <ul style="list-style-type: none"> a. Services provided under Title I or similar state or local programs b. Programs for English Language Learners c. Programs for students with disabilities d. Programs for gifted and talented students <p><u>Transportation</u></p> <p>The district shall provide transportation for homeless students to their school or origin or the school they choose to attend within the school district.</p> <p>If the school or origin is outside district boundaries or homeless students live in another district but will attend their school or origin in this district, the school districts shall agree upon a method to apportion the responsibility and cost of the transportation.</p> <p><u>Training</u></p> <p>The district’s liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program.</p> <p>The district’s liaison shall arrange professional development programs for school staff, including office staff.</p> <p>School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:</p> <ul style="list-style-type: none"> 1. Improve identification of homeless children and youths and unaccompanied youths; 2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and 3. Heighten the awareness of, and capacity to respond to, the educational needs of such children. |
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Superintendent of Schools

Bryan E. O'Black, Ed.D
Deputy Superintendent of Schools



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

Audio Recording on School Buses and Vehicles

Audio taping on buses and school vehicles is now permitted due to an amendment in the law. 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. The 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

SHALER AREA SCHOOL DISTRICT

No: 810

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: DECEMBER 9, 1998

REVISED: APRIL 21, 1999; JULY 12, 2004; DECEMBER 13, 2006; JULY 18, 2007; MAY 13, 2009;
MARCH 21, 2012; SEPTEMBER 17, 2014

| 810. TRANSPORTATION | |
|--|---|
| 1. Purpose Title 22 Sec. 23.4 SC 1361 | Transportation for students shall be provided in accordance with law and the following guidelines: |
| 2. Authority | <p>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.</p> <p>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.</p> <p>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.</p> <p>Transportation shall not be provided to non-public, non-profit schools located more than ten (10) miles beyond the boundaries of the school district.</p> <p>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.</p> <p>Special education and handicapped students shall be provided transportation in accordance with the provisions of the State Board of Education regulations.</p> <p>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.</p> |
| Title 22 Sec. 14, 15 | |
| 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000 et seq Pol. 104 | |

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.

SC 111

3. Guidelines

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.

School Boundary

Burchfield

Day Care Center(s)

Burchfield YMCA
Glenshaw Presbyterian Church

SC 111
23 PA
CSA 6301

Jeffery/St. Bonaventure

Glenshaw Presbyterian
Rogers YMCA
Mt. Alvernia

Marzolf

Mt. Alvernia
Boys and Girls Club of Millvale

Reserve

Mt. Alvernia
Boys and Girls Club of Millvale

Rogers

Rogers YMCA

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.

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| <p>18 Pa. C.S.A. § 5703</p> <p>School Code 1312, 1331, 1361, 1374 2541, 2542</p> <p>PA Code Title 22 Sec. 23.32, 23.21-2</p> | <p><u>Chaperones</u></p> <p>Chaperones may be provided on field trips and extracurricular activity trips.</p> <p>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.</p> <p><u>Student Safety and Discipline</u></p> <p>The safety of students riding school vehicles is of primary concern to the school district.</p> <p>The school district shall provide a continuing safety and discipline program to all students who are transported in school vehicles.</p> <p>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.</p> <p>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.</p> <p><u>Audio/Video Equipment on Transportation Vehicles</u></p> <p>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.</p> <p>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.</p> <p>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.</p> |
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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.

Shaler Area School District

1800 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • www.sasd.k12.pa.us

Sean C. Aiken, Ed.D
Superintendent of Schools

Bryan E. O'Black, Ed.D
Deputy Superintendent of Schools



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

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 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 free schoolcafe app: www.schoolcafe.com to add money to your child's lunch account and check balances.
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.

A weekly email also will be sent to families when a student's balance is negative. If you are not receiving the 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

(NOTE: Parents are responsible to pay the amount 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, Ed.D
Superintendent of Schools

SHALER AREA SCHOOL DISTRICT

No: 808.1

SECTION: OPERATIONS

TITLE: SCHOOL LUNCH/BREAKFAST PROGRAM – CHARGED MEAL

ADOPTED: SEPTEMBER 18, 2002

REVISED: DECEMBER 10, 2008; DECEMBER 6, 2017

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| <p>1. Purpose</p> <p>2. Guidelines</p> <p>24 P.S. § 13-1337(d)(2)</p> <p>24 P.S. § 13-1337(d)(3)</p> | <p>808.1 SCHOOL LUNCH/BREAKFAST PROGRAM - CHARGED MEAL</p> <p>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.</p> <p>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.</p> <p>Where a student comes through the serving line without the appropriate form of exchange, Shaler Area School District will utilize the following procedures:</p> <p>Charges will be limited to one reimbursable meal, and no charging will be allowed for any a la carte items.</p> <p>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.</p> <p>When any student owes money for five (5) or more school meals, the student's school will utilize the following procedures:</p> <ol style="list-style-type: none">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. |
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24 P.S. § 13-1337(d)(4)

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

Applying for Free or Reduced Meals for Students is Easy. Complete an Application to see if your Family Qualifies for 2022-23!

The 2022 application for free and reduced meals for Shaler Area School District school age children is available. The District offers healthy meals every school day. Children need healthy meals to learn. The District encourages families to apply for free and reduced meals even if they did not qualify in a previous year as family income levels and requirements may change. For those families that qualified in a previous year, they must also complete an application for 2022-23 per government regulations. Please utilize the **COMPASS** system under the HOW TO APPLY section to complete your application. If you need a paper application, please see the attached document. If you need additional information or need assistance with the online application, please contact Sue McElhinny at mcelhinnys@shalerarea.org or your building's social worker.

COMPASS is a state-provided system that allows Pennsylvania residents to see whether they qualify for free or reduced-price school meals for school-aged children through the National School Lunch Program and the School Breakfast Program.

- Parents/Guardians are able to submit a Free or Reduced-Priced Meal Application for their school age children at any time throughout the school year;
- If you previously applied for this benefit and did not qualify during the school year, you may apply again should your income change at any point during the school year;
- If you apply for free or reduced-price school meals online through COMPASS, you do not need to submit a paper application.
- Students who qualify for free or reduced-price school meals may also qualify for discounted or free fees such as:
 - AP Testing Fee Waiver*
 - SAT Testing Fee Waiver*
 - PSAT Testing Fee Waiver*
 - ACT Testing Fee Waivers*
 - Other Programs Specific to Each School
- Testing fee waivers are for applications that have specific deadlines for parents to apply by to qualify, so the sooner you apply or reapply the better.

How to Apply:

- For the fastest way to apply and to see if you qualify, is located at: <http://www.compass.state.pa.us/>
- If you do not have access to apply online, you may complete a [paper application](#) and return it to Sue McElhinny @ Central Offices, 1800 Mt. Royal Blvd, Glenshaw, PA 15116.
- If you need additional information or need assistance with the online application please contact Sue McElhinny at mcelhinnys@shalerarea.org or your building's social worker. A list of the building social workers is available at: <https://www.sasd.k12.pa.us/PupilPersonnelServices.aspx>

Free or Reduced Meal FAQ's

What are the income limits?

Children may receive free or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on the chart attached at the end of this document.

Do I need to fill out an application for each child?

No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Please file online at www.compass.state.pa.us. If you are unable to complete the application online, please contact: Susan McElhinny, Shaler Area School District, 1800 Mount Royal Boulevard, Glenshaw, PA 15116, 412-492-1200 ext. 2807 or mcelhinnys@shalerarea.org.

Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?

No, but read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact Susan McElhinny, Shaler Area School District, 1800 Mount Royal Boulevard, Glenshaw, PA 15116, 412-492-1200 ext. 2807 or mcelhinnys@shalerarea.org.

Can I apply online?

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.schoolcafe.com/> or visit the PA Department of Human Services website at www.compass.state.pa.us.

Will the information I give be checked?

Yes. We may also ask you to send written proof of the household income you report.

If I do not qualify now, may I apply later?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and/or reduced-price meals if the household income drops below the income limit.

What if I disagree with the school's decision about my application?

You should talk to school officials. You also may ask for a hearing by calling or writing to Sherri Jaffee, Shaler Area School District, 1800 Mount Royal Boulevard, Glenshaw, PA 15116, jaffees@shaelrarea.org 412-492-1200 ext. 2807.

May I apply if someone in my household is not a U.S. citizen?

Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

What if my income is not always the same?

List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If

you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

What if some household members have no income to report?

Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Be careful when leaving income fields blank, as we will assume you meant to do so.

We are in the military. Do we report our income differently?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at, http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Please contact the Business Office at 412-492-1200 ext. 2807 with any questions or if you need assistance.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS or SPECIAL MILK PROGRAM

Use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Shaler Area School District. The application must be filled out completely to certify your children for free or reduced-price school meals. Follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, contact Sue McElhinny at 412-492-1200 ext. 2807 or mcelhinnys@shalerarea.org.

USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Shaler Area School District, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student at Shaler Area School District? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Shaler Area School District. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the left.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**.
Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP or TANF?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP).
- The Temporary Assistance for Needy Families (TANF).

A) If no one in your household participates in any of the above listed programs:

- Leave **STEP 2** blank and go to **STEP 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP or TANF. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: 1-877-395-8930 or your local assistance office.
- Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children" printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes.
 - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received, using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, Children, and Students already listed in **STEP 1.**

B) List adult household members’ names. Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**

C) Report earnings from work. Report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from public assistance/child support/alimony. Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults)”. This number **MUST** be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name. Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

C) Write today’s date. In the space provided, write today’s date in the box.

D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.

2022-2023 Pennsylvania Household Application for Free & Reduced Price School Meals and Special Milk Program (Complete one application per household. Use a pen)

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

| Child's First Name | MI | Child's Last Name | Grade Enter HS for Head Start | Student? Yes No | Homeless, Foster Child, Migrant, Runaway |
|--------------------|----|-------------------|----------------------------------|---|---|
| | | | | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP or TANF?

If **NO** > Go to STEP 3.

If **YES** > Write a case number here, then go to STEP 4 (Do not complete STEP 3)

Case Number: _____
Write only one nine (9) digit case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?

Flip the page and review the charts titled "**Sources of Income**" for more information.

The "**Sources of Income for Children**" chart will help you with the Child Income section.

The "**Sources of Income for Adults**" chart will help you with the All Adult Household Members section.

A. Child Income

Sometimes children in the household earn or receive income. Please include the **TOTAL** income received by all Household Members listed in STEP 1 here.

Child income How often?

| | | | | |
|----|-----------------------|-----------------------|-----------------------|-----------------------|
| | Weekly | Bi-Weekly | 2x Month | Monthly |
| \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only.

If no income is received from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

| Name of Adult Household Members (First and Last) | Earnings from Work | How often? | | | | | Public Assistance/Child Support/Alimony | How often? | | | | Pensions/Retirement/All Other Income | How often? | | | |
|--|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | Weekly | Bi-Weekly | 2x Month | Monthly | Annual | | Weekly | Bi-Weekly | 2x Month | Monthly | | Weekly | Bi-Weekly | 2x Month | Monthly |
| | \$ | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | \$ | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | \$ | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | \$ | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | \$ | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if no SSN

STEP 4 Contact Information and Adult Signature MAIL COMPLETED FORM TO YOUR CHILD'S SCHOOL

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) Apt #

City State Zip

Daytime Phone and Email (optional)

Printed name of adult signing the form

Signature of adult

Today's date

INSTRUCTIONS Sources of Income

| Sources of Income for Children | |
|--|---|
| Sources of Child Income | Example(s) |
| - Earnings from work | - A child has a regular full or part-time job where they earn a salary or wages |
| - Social Security <ul style="list-style-type: none"> • Disability Payments • Survivor's Benefits | - A child is blind or disabled and receives Social Security benefits - A parent is disabled, retired, or deceased, and their child receives Social Security benefits |
| - Income from person outside the household | - A friend or extended family member regularly gives a child spending money |
| - Income from any other source | - A child receives regular income from a private pension fund, annuity, or trust |

| Sources of Income for Adults | | |
|--|---|---|
| Earnings from Work | Public Assistance / Alimony / Child Support | Pensions / Retirement / All Other Income |
| - Gross Salary, wages, cash bonuses - Net income from self-employment (farm or business) * Reporting Annual Income is allowable for seasonal or self-employment If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food, and clothing | - Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits | - Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household |

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino
 Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax:**
(833) 256-1665 or (202) 690-7442; or
- email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

*** All Household Applications must be returned to your child's school for processing.**

SCHOOL USE ONLY – DO NOT FILL OUT

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per : Week, Every 2 Weeks, Twice A Month, Monthly, Yearly, Household Size: _____ Date Withdrawn: _____

Eligibility: Free Reduced Denied Reason: _____ Categorically Eligible Other Source Categorically Eligible Determining Official's Signature: _____ Date: _____

Confirming Official's Signature (cannot be the Determining Official): _____ Date: _____ Signature of School Employee Completing Verification: _____ Date: _____

Shaler Area School District

1800 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • www.sasd.k12.pa.us

Sean C. Aiken, Ed.D
Superintendent of Schools

Bryan E. O'Black, Ed.D
Deputy Superintendent of Schools



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

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

No: 246

SECTION: PUPILS

TITLE: SCHOOL WELLNESS

ADOPTED: JULY 19, 2006

REVISED: MARCH 19, 2008; AUGUST 20, 2014; JUNE 21, 2017

| 246. SCHOOL WELLNESS | |
|--|---|
| 1. Purpose | <p>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.</p> |
| 2. Authority SC 1422.1 42 U.S.C. Sec. 1758b | <p>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.</p> <p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none">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. |
| 3. Delegation of Responsibility 42 U.S.C. Sec. 1758b | <p>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.</p> <p>Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p> <p>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:</p> |

42 U.S.C.
Sec. 1758b

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.

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 net; 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

4. Guidelines

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.

SC 1513
Pol. 102, 105

SC 1512.1
Pol. 102, 105

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.

| | |
|---|--|
| <p>42 U.S.C. Sec. 1751 et seq. 1773</p> <p>7 CFR Sec. 210, 11, 220.12a</p> <p>7 CFR Sec. 210.11</p> <p>SC 504.1</p> <p>Pol. 209.1</p> | <p>Nutrition professionals who meet hiring criteria established by the food service contractor and in compliance with federal regulations shall administer the school meals program.</p> <p>Professional development and continuing education shall be provided by the food service contractor for district nutrition staff, as required by federal regulations.</p> <p>District schools shall provide adequate space, as defined by the district, for eating and serving school meals.</p> <p>Students shall be provided a clean and safe meal environment.</p> <p>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.</p> <p>Meal periods shall be scheduled at appropriate hours, as defined by the district.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>Nutrition professionals who meet criteria established by the district shall administer the school meals program.</p> <p>The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.</p> <p>Goals of the School Wellness Policy shall be considered in planning all school based activities</p> <p><u>Nutrition Standards/Guidelines for All Foods/Beverages at School</u></p> <p>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.</p> <p>Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.</p> <p>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.</p> <p>Competitive Foods</p> <p>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</p> |
|---|--|

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.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 220

Board Policy – 000, 102, 103, 103.1, 105, 209.1, 808

Shaler Area School District

1800 Mount Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • Fax: 412-492-1233

www.sasd.k12.pa.us



August 2022

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,

A handwritten signature in black ink, appearing to read "Sean C. Aiken". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sean Aiken
Superintendent

Shaler Area School District

1800 Mount Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • Fax: 412-492-1233

www.sasd.k12.pa.us



August 2022

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 2022 AGX, Inc. performed the three (3) year re-inspection. The 2021-2022 6-month inspections were performed on September 21, 2021 and March 4, 2022. An accredited Management Planner reviewed the reports and recommended response actions to safely manage each asbestos material in our buildings.

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