

WW 6/16/22  
Bd App 6/11/22

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
JUNE 9, 2022**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, June 9, 2022 at 5:00 p.m.

**MEETING CALLED TO ORDER**

Our Vice President, Mr. Bill Holland, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

**BOARD MEMBERS PRESENT**

Mr. Bill Holland, Vice President, Mr. Ryan Allen, Mr. Eric Anderson, Mr. Gary Black, Mr. Scott May, Mrs. Arica Jennings, and Mr. Tom Resavage.

**OTHERS PRESENT**

Dr. Eric Briggs, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Mrs. Amy Repard, Special Education Supervisor; Mr. Jared Wiker and Mr. Matt Jennings, newspaper reporters; Mrs. Angie Hess, and Mr. Dale Keltz.

**MINUTES**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to approve the minutes of the regular meeting of May 12, 2022

Voice Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

**REPORTS**

**Superintendent**

Dr. Eric Briggs, Superintendent, reported on the following items:

- The next state budget is due on June 30 and will be negotiated in Harrisburg over the next few weeks. The Governor is fighting to secure a historic \$1.55 billion increase in Basic Education Funding, including an additional \$300 million for the Level-Up Program, which targets the most historically underfunded schools, plus a \$200 million increase in Special Education Funding. Over the next few weeks, we will be watching to see where the negotiation process goes, but we continue to be hopeful to have a budget in place by June 30.
- Congratulated the 60 graduates who are now alumni of the Canton Area School District. Although I was unable to attend, I watched the video online, and I want to congratulate Mr. Jacopetti and his team for putting on a wonderful ceremony.
- Last week, the 7<sup>th</sup> grade students gave a tour to the incoming 7<sup>th</sup> grade students so they could become acquainted with the Junior/Senior High School.
- Congratulated Theresa Beers - class Valedictorian, Michael Skipper - Salutatorian, and Oliva Williams - Third Honor in the Class of 2022.
- Congratulated to Emmi Ward for being named the NTL Female athlete of the Year and Bob Rockwell for being named the NTL Coach of the Year.
- Kinder Camp was a success earlier this week. We had over 60% of the projected kindergarten students participate in the program.
- The elementary school is already looking to update the student and staff handbooks for the 2022-2023 school year.
- Plans are beginning for another Warrior Foundation Golf Tournament scheduled for September 10, 2022.

- The ESY program starts Monday and goes through June 30. We are excited to support our students as they work on recoupment of skills they have learned this year to be prepared for the 2022-2023 school year.
- The special education department is finishing the 6/30 count and all other reporting requirements. In addition, they are in the process of scheduling and developing new interventions times and processes in the elementary school as well as potential changes to the high school.
- Thanked the past and current Canton School District Board of Directors for their continued support over the past six years. You all have been supportive of the work we have done, and although we did not always see eye-to-eye with some decisions, you continued to be supportive of us and open our eyes to thinking outside the box with some of the ways we implement school policies and procedures. We have accomplished a lot in the past six years, and I know this district will continue to grow. I have faith that you will not only continue to grow the school district, but the community as well. Remember, keep building strong relationships with each other, and continue to move forward with Warrior Pride.

### **CITIZEN RECOGNITION - AGENDA RELATED**

Mr. Dale Keltz again approached the board and attempted to explain that his issue with the board reciting the Pledge of Allegiance is that he does not think they mean the words that they are saying. He indicated that he is a veteran and took an oath to defend against all enemies, foreign and domestic, and he asked that the board take a stance against future mandates, which he indicated, are not actual laws.

### **BUSINESS**

#### **Treasurer's Report**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Treasurer's Report as presented for May 31, 2022. (A copy is in the supplemental file.)

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Bills**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the bills for May 2022.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Tax Additions, Exemptions and Exonerations**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Transportation Changes**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the transportation changes.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Budget Funds Transfer**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the administration to transfer budget funds to cover year-end accounts and pay July bills.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Memorandum of Understanding**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Outreach Caseworker Program Memorandum of Understanding between Bradford County Human Services Agency and Canton Area School District effective the 2022/2023 school year.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Letter of Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Caseworker Outreach and Student Assistance Program Letter of Agreement between Bradford County Human Services Agency on behalf of the Bradford/Sullivan County Mental Health Program and Canton Area School District effective July 1, 2022 to June 30, 2023.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the BLAST Inter-Governmental Agreement for shared Special Education Services effective July 1, 2022 for the 2022/2023 school year.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **IDEA Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the BLAST IDEA Agreement effective July 1, 2022 for the 2022/2023 school year.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **New Account/Club**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the addition of a new account/club to the Canton Jr./Sr. High School Central Treasury in the name of Class of 2029.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Services Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Occupational Therapy Services Agreement between Lisa Inman and Canton Area School District effective July 1, 2022 through June 30, 2023.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

### Final Budget

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the 2022/2023 Canton Area School District final budget with expenditures equaling \$20,155,125 and revenues of \$18,433,370 with the deficit coming from the fund balance. The final budget would set taxes at the following rates:

Real Estate:	<u>2021/2022</u>	<u>2022/2023</u>	<u>Change</u>
Bradford County	35.2980	35.3848	+.0868
Lycoming County	14.5163	14.4366	-.0797
Tioga County	16.7465	16.5614	-.1851

The following tax levies remain the same as last year:

Occupation Assessment Tax: 200 mills (Bradford County system)

Category 1 = \$0                      Category 2 = \$15  
Category 3 = \$30                    Category 4 = \$60

Earned Income Tax: 1% levy (.5% effective rate due to sharing)

Real Estate Transfer Tax: 1% (.5% effective rate due to sharing)

Per Capita Tax per School Code 670: \$5 per person

Per Capita Tax Act 511: \$10 per person levy (\$5 effective rate due to sharing)

Discounts and Penalties: Occupation, Per Capita, and Real Estate taxes will be subject to a 2% discount if paid within 2 months of bill date and a 10% penalty if paid after 4 months of the bill date.

There will be no discount or penalty for payments made between 2 months and 4 months of the bill date.

A three (3) month installment plan is available. Payments will be due on August 31<sup>st</sup>, September 30<sup>th</sup>, and October 31<sup>st</sup>.

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea.  
Mr. Tom Resavage voted nay.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

### PERSONNEL

#### Letter of Resignation

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to accept the letter of resignation from Dr. Eric Briggs, Superintendent, effective June 30, 2022.

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea.  
Mr. Tom Resavage voted nay.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### Appoint Acting Superintendent

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to appoint Michael Wells

as the Acting Superintendent, effective July 1, 2022 through September 30, 2022 or upon the appointment of a new Superintendent, whichever comes first.

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **Retirement Letter**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to accept the retirement letter from Jaye Chilson, part-time cafeteria worker, with 24 years of service, effective June 3, 2022.

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **New Employees**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the hiring of the following new employees:

- a. Brendan Dapp, full-time custodian, \$10.00/hour with full benefits, effective June 10, 2022 pending completion of all required paperwork.
- b. Bradley Dzoch, full-time custodian, \$10.00/hour with full benefits, effective June 10, 2022 pending completion of all required paperwork.

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **Tenure**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve tenure of the following professional employees:

- a. Cindy Reed, Certified School Nurse
- b. Ben Rubert, Health and PE Teacher
- c. Kayln Essick, English Teacher

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **Volunteer**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following volunteer as all paperwork has been completed:

- a. Bryan Graham, softball coach, retroactive to 5/14/22

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.

Motion carried.

### **Unpaid Days**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve unpaid days for the month of May 2022, for the following employees:

- a. Employee #1819, .75 day
- b. Employee #1774, 2.25 days
- c. Employee #1762, 2 days
- d. Employee 1615, 17 days
- e. Employee #1246, .50 day
- f. Employee #1842, 1 day

Roll Call Vote: Mr. Eric Anderson, Mrs. Arica Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Gary Black, and Mr. Ryan Allen voted yea. Mr. Tom Resavage voted nay. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

### **FINANCE/POLICY**

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the seconded reading of the following new/revised board policies:

- a. (revised) #100 - Comprehensive Planning
- b. (new) #215.1 - Academic Acceleration
- c. (updated) #218 - Student Discipline
- d. (updated) #220 - Student Expression/Dissemination of Materials and attachment
- e. (revised) #227 - Controlled Substance Paraphernalia
- f. (revised) #808 - Food Services

Roll Call Vote: All seven members present voted yea. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

### **OTHER ITEMS**

#### **Final Class List**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to accept the Canton Area School District Jr./Sr. High School final class list of 2022.

Roll Call Vote: All seven members present voted yea. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **Updated Calendars**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the following updated calendars:

- a. 2021/2022 Canton Area School District Calendar
- b. 2022/2023 Canton Area School District Calendar

Roll Call Vote: All seven members present voted yea. Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent. Motion carried.

#### **Field Trip**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the request from

Tom Hojnowski for an overnight field trip to the PA Summer Convention at Penn State Main Campus  
June 9 - 11, 2022.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Quarterly Reports**

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Canton Area Elementary and Canton Jr./Sr. High School Library third quarter board reports.

Roll Call Vote: All seven members present voted yea.  
Mrs. Judy Sourbeer and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **CITIZEN RECOGNITION - NON-AGENDA RELATED**

Angela Hess thanked Dr. Briggs for the time he has spent at the district and for personally working with her kids. She informed the board that she was very happy with the academic awards ceremony however felt that there should be some sort of a Canton Area Virtual Education (CAVE) award ceremony. She also commented about graduation indicating that she would prefer it be held indoors. If it has to be held outdoors, she asked that the district find a way to speed it up and not have everybody sit so far away from each other.

#### **Announcements**

An Executive Session was held prior to the Board Meeting, at 4:45 p.m., to discuss personnel matters.

The next Board Meeting will be a special board meeting to be held on Monday, June 27, 2022, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

#### **Meeting Adjourned**

Mr. Holland adjourned the meeting at approximately 6:45 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary

MINUTES  
CANTON AREA SCHOOL DISTRICT  
JUNE 27, 2022

WW 7/14/22  
Bd APP 8/11/22

The special meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Monday, June 27, 2022 at 5:00 p.m.

**MEETING CALLED TO ORDER**

Our President, Mrs. Judy Sourbeer, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

**BOARD MEMBERS PRESENT**

Mrs. Judy Sourbeer, President; Mr. Ryan Allen, Mr. Eric Anderson, Mr. Gary Black, Mr. Bill Holland, Mr. Scott May, Mrs. Arica Jennings, Mr. Tom Resavage, and Mr. Denny Sourbeer.

**OTHERS PRESENT**

Dr. Eric Briggs, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Attorney Cassie Blaney, District Solicitor; Mr. Matt Jennings and Mr. Jared Wiker, Newspaper Reporters; Mr. Dale Keltz, Mr. Mark McMurray, Mrs. Dana Vermilya, and Mrs. Tracy Whitehead.

**REPORTS**

**Superintendent**

Dr. Eric Briggs, Superintendent, reported on the following items:

- Late last week, the Canton Area School District was made aware that we would be one of the recipients of the "Developing Future Special Educators" grant in partnership with Mansfield University. Through this grant, students in the Canton Junior/Senior High School will be able to:
  - Establish or expand experiential learning opportunities aligned to special education career pathways with purposeful recruitment and marketing to future special educators.
  - Support current educators in advancing future special educators' knowledge and understanding of the varied opportunities within the field of special education and how to address the social-emotional, behavioral, and/or learning of students with disabilities.
  - Increase the interest of secondary/postsecondary students in pursuing a career as a special educator by providing experiential learning that supports the success of students with disabilities.

The district was awarded \$15,000 and has until June of 2024 to spend the allocated funds. We look forward to this great partnership with Mansfield University.

- Congratulations to Coach Sechrist and his staff as the North All-Stars defeated the South All-Stars in the District IV high school all-star game last Friday evening at Danville High School 36 - 0. Canton members of the North team included Mason Shultz, Cooper Kitchen, Connor Davis, Caiden Williams, and Gavin Morse. Both the coaches and the players represented this school district and the community well.

**CITIZEN RECOGNITION - AGENDA RELATED**

There were no comments.

**PERSONNEL**

**Superintendent Contract for Employment**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to approve the Contract for Employment of the District Superintendent between Dr. Amy Martell and Canton Area School District, effective September 26, 2022 or immediately upon release from BLAST IU 17, whichever comes first,



through June 30, 2027, at a prorated annual salary of \$130,000 for the 2022/2023 school year.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **New Hire**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to approve the hiring of Joshua Haley, Business Teacher, at B step 1, \$60,107.00, with full benefits effective August 22, 2022, pending completion of required paperwork.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **Retirement Date Update**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to update the retirement date for Sarah Brown, custodian, effective June 21, 2022.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **Memorandum of Understanding**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to accept the Professional Development Outside of the Work Year Memorandum of Understanding between the Canton Area Education Association and the Canton Area School District, effective July 1, 2022.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **Co-Curricular Lists**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to accept the 2022/2023 Co-Curricular Sports and Non-Sports lists as presented.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **Substitute List Additions**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to accept the following additions to the substitute list, as all required employment paperwork has been completed:

- a. Megan Everts, teacher
- b. Jaye Chilson, cafeteria

Roll Call: All nine members present voted yea.  
Motion carried.

#### **Extended School Year Duties**

A motion was made by Mr. Gary Black and seconded by Mr. Bill Holland to approve \$15.00/hour rate of pay for a paraprofessional to perform extended school year duties at Athens Area School District, effective July 5, 2022 through July 28, 2022.

Roll Call: All nine members present voted yea.  
Motion carried.

#### **CITIZEN RECOGNITION - NON-AGENDA RELATED**

There were no comments.

### **Announcements**

The next Board Meeting will be held Thursday, August 11, 2022, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

### **Meeting Adjourned**

Mrs. Sourbeer adjourned the meeting at approximately 5:06 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary

WW 6/10/22  
Bd App 8/11



**pennsylvania**  
DEPARTMENT OF EDUCATION

# Wellness Policy Assessment Tool and Report Template

## Background

Federal regulations at [7 CFR 210.31](#) require local education agencies (LEAs) participating in the National School Lunch Program to complete an assessment of their local school wellness policy at least once every three years and make the results available to the public. This triennial assessment must measure the implementation of the local school wellness policy and include:

- The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy;
- The extent to which the LEA's local school wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.

LEAs may use a variety of methods to assess compliance and determine progress of their goals and objectives. Action planning documents that contain timelines, goals, and key tasks may assist in assessing changes over time. For example, the [School Health Index \(SHI\)](#) is a comprehensive self-assessment tool that helps with action planning and recordkeeping (a shorter version of the SHI is available from [Alliance for a Healthier Generation](#)), and the [WellSAT 2.0](#) is an online tool that indicates the strengths and weaknesses of your written policy.

## Triennial Assessment Tool and Report Template

When completed in full, this form may serve as both an assessment tool and triennial assessment report template to meet the requirements in federal regulations and prepare for the Administrative Review by the Pennsylvania Department of Education (PDE), Division of Food and Nutrition. This document is intended to be completed using LEA-level information; however, the LEA may determine that a report from each school site, or alternatively, each school level (i.e., elementary, middle, high school) works better in assessing compliance and progress over time. For larger school districts, reporting on a district level may be challenging due to variation in sites' programs and progress in attaining wellness goals. If completing this report for the entire LEA, answer questions using the best available information and consider noting individual building variations or concerns in the "notes" sections.

In the left columns, indicate whether the listed goal or practice is included in your local school wellness policy. **Bolded** policy elements are required by federal regulation to be included in the written policy. When bolded items are not in the local policy, include an explanation. This tool uses the Pennsylvania School Board Association's school wellness [policy template \(#246\)](#) as the model wellness policy for comparison purposes, but it can be used regardless of the template used to develop your local policy.

In the right columns, indicate implementation of the goal or practice at schools within the LEA. LEAs are always encouraged to develop additional policy elements and goals for schools under their jurisdiction to create a supportive environment for student nutrition and physical activity.

Space is provided at the bottom of the form for the LEA to describe the progress made in attaining the goals of the local school wellness policy as required.

## Wellness Policy Assessment Tool and Report Template

LEA / District Name: Canton Area School District

Reporting Timeframe (month/year to month/year): 9/1/2021 -6/3/2022

Name(s) of Reviewer(s): Wellness Committee

School Name (if applicable): Canton Area School District

Select grades:

PK  K  1  2  3  4  5  6  7  8  9  10  11  12

Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

### Public Involvement, Notification, and Assessment

- |                                  |                       |  |                                  |                                  |                       |
|----------------------------------|-----------------------|--|----------------------------------|----------------------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <p><b>We have LEA official(s)/designee(s) in charge of wellness policy compliance.</b><br/>                 Name(s)/Title(s): Dr. Eric Briggs</p>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p><b>We complete an assessment of the local school wellness policy at least every three years ("triennial assessment").</b><br/>                 Triennial assessment results are made available to the public in an easily accessible manner.</p>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p>Website address and/or description of how to access copy:<br/>                 www.canton.k12.pa.us</p>   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p><b>At least every three years we use the results of the triennial assessment to update or modify the wellness policy as needed.</b><br/>                 The LEA informs and updates the public about the contents, updates, and implementation of the wellness policy at least annually and the policy is accessible to the public.</p>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p>Website address for policy and/or description of how to access copy:<br/>                 www.canton.k12.pa.us</p>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p>We retain records as required by federal regulations including:<br/> <input checked="" type="checkbox"/> The written school wellness policy,<br/> <input checked="" type="checkbox"/> Documentation of making the wellness policy publicly available,<br/> <input type="checkbox"/> Documentation of outreach efforts inviting stakeholders to participate in the wellness committee / wellness policy process, and<br/> <input checked="" type="checkbox"/> Copy of triennial assessment and documentation of reporting results to public.</p> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p><b>The LEA utilizes a wellness committee that includes these community stakeholders in the development, implementation, review, and update of the wellness policy:</b></p>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|                                  |                       | <p><input checked="" type="checkbox"/> Administrators   <input checked="" type="checkbox"/> Food service staff   <input checked="" type="checkbox"/> School health professionals<br/> <input checked="" type="checkbox"/> Parents   <input checked="" type="checkbox"/> School board members   <input type="checkbox"/> PE teachers   <input checked="" type="checkbox"/> Students<br/> <input checked="" type="checkbox"/> Public</p>   |                                  |                                  |                       |
|                                  |                       | <p>Other stakeholders (describe): Business Owner - Finding New Hope</p>  |                                  |                                  |                       |

**Notes on public involvement, notification, and assessment:**

Public members of the wellness committee are emailed prior to each meeting and given the contents to be covered at each meeting prior to the meeting.

### Nutrition Education\*

- |                                  |                       |   |                                  |                       |                       |
|----------------------------------|-----------------------|---|----------------------------------|-----------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <p>Nutrition education is provided within PDE's sequential, comprehensive health education standards.</p> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <p>We teach, model, encourage, and support healthy eating through nutrition education.</p>                | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?			Implemented in the school building(s)?		
Yes	No		Fully in Place	Partially in Place	Not in Place
<input checked="" type="radio"/>	<input type="radio"/>	We provide all students with knowledge and skills for healthy lives via nutrition education.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We offer age-appropriate nutrition education and activities to students in: <input checked="" type="checkbox"/> Elementary School <input checked="" type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Our nutrition education curriculum teaches behavior-focused skills such as menu-planning, reading nutrition labels, and media awareness.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	School food service and nutrition education classes work together to create a learning laboratory.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	In addition to meeting academic standards for nutrition education, we integrate nutrition education into a variety of subjects (e.g., math, science, language arts).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We reinforce lifelong lifestyle balance by linking nutrition and physical activity.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	Staff providing nutrition education receive standards-based training and professional development.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We engage and involve families and the community in nutrition education efforts.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		Other goal (describe):			

Notes on goals for nutrition education:

### Nutrition Promotion\*

<input checked="" type="radio"/>	<input type="radio"/>	We use evidence-based techniques and nutrition messages in school and encourage participation in school meal programs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We participate in Farm to School activities such as having a school garden, taste-testing local products, incorporating local foods into school meals, and educating students in the classroom and on field trips about local agriculture.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We cooperate with community agencies and organizations to provide opportunities for student projects related to nutrition.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We implement behavioral economics techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables and to decrease plate waste.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We display and disseminate consistent nutrition messages in schools, classrooms, cafeterias, homes, community, and media.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Our staff model healthy eating in front of students and avoid using unhealthy foods in classroom lesson plans.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We offer health and nutrition resources to parents to help them provide healthy meals for their children.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Other goal (describe):			

Notes on goals for nutrition promotion:

### Physical Activity\*

<input checked="" type="radio"/>	<input type="radio"/>	We provide a variety of developmentally appropriate opportunities for physical activity during the school day for all students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We contribute to the effort to provide students daily opportunities to accumulate at least sixty minutes of age-appropriate physical activity daily as recommended by the CDC.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?		Implemented in the school building(s)?				
Yes	No	Fully in Place	Partially in Place	Not in Place		
<input type="radio"/>	<input checked="" type="radio"/>	In addition to planned physical education, we offer activities such as indoor and outdoor recess, before and after school programs, intramurals, interscholastic athletics, and clubs to meet the needs and interests of our students.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We maintain a physical and social environment that encourages safe and enjoyable activity for all students.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We discourage extended periods of inactivity (two hours or more) for students.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We provide physical activity breaks in the classroom.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We offer before and/or after-school programs that include physical activity for participating children.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We partner with parents/guardians and community members and organizations (e.g., YMCA, Boys & Girls Clubs, local parks, hospitals, etc.) to offer programs supporting lifelong physical activity.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We do not use physical activity as a punishment (e.g., running laps).		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We do not withhold physical activity as a punishment (e.g., taking away recess).		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We encourage walking and biking to school.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We encourage students and families to use our physical activity facilities, such as playgrounds and ball fields, outside of school hours in accordance with school rules.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Other goal (describe):				

Notes on goals for physical activity:

### Physical Education (PE)

<input checked="" type="radio"/>	<input type="radio"/>	We implement a PE program consistent with state academic standards. All students participate in PE.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	PE instruction promotes skills and knowledge necessary for lifelong physical activity.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	PE classes provide the means for students to learn, practice, and be assessed on developmentally appropriate skills.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Our curriculum promotes both team and individual activities.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We offer a comprehensive PE course of study with planned instruction time for students to meet standards at the proficient level.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We use a local assessment system to track student progress on state standards. Students are moderately to vigorously active as much time as possible during PE class. Accommodations are made in class for documented medical conditions and disabilities.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide safe and adequate equipment, facilities, and resources for PE class.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Certified health and PE teachers teach our classes.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide professional development for PE staff.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	PE classes have a teacher-student ratio similar to other courses for safe and effective instruction.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We do not use or withhold physical activity as a form of punishment in PE class.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Other goal (describe):				

Notes on goals for physical education:

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

### Other School-Based Wellness Activities\*

<input type="radio"/>	<input checked="" type="radio"/>	Free drinking water is available and accessible to students during meal periods and throughout the school day.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	School nutrition staff meet local hiring criteria and in compliance with federal regulations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide continuing education to school nutrition staff as required by federal regulations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide adequate space for eating and serving school meals.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide a safe and clean meal environment for students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We offer students enough time to eat (10 minutes sit down time for breakfast; 20 minutes sit down time for lunch) and schedule meal periods at appropriate hours.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We implement alternate school breakfast service models to increase participation, such as "grab & go," breakfast served in the classroom, and breakfast after first period.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Students have access to hand washing or sanitizing before meals.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Only authorized staff have access to the food service operation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide the nutrition content of school meals to the school community.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We include students/parents in menu selections through taste-testing and surveys.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We utilize outside funding and programs to enhance school wellness.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We train all staff on the components of the school wellness policy.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	School based activities are planned with wellness policy goals in mind.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Fundraising projects submitted for approval are supportive of healthy eating and student wellness.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We encourage administrators, teachers, school nutrition professionals, students, parents/guardians, and community members to serve as positive role models through district programs, communications, and outreach.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We communicate information to parents/guardians to support their efforts to provide a healthy diet and daily physical activity for their children.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	Indoor air quality is in accordance with our healthy learning environment program and applicable laws and regulations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Other goal (describe):			

Notes on goals for other school-based activities:

### Nutrition Guidelines for All Foods and Beverages at School

<input checked="" type="radio"/>	<input type="radio"/>	We consider promoting student health and reducing obesity when offering foods and beverages to students at school.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<b>Foods and beverages provided through the National School Lunch and School Breakfast Programs comply with federal meal standards.</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We offer healthy food and beverage options at school-sponsored events, such as dances and sporting events.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<b>Foods and beverages outside of the school meal, which are sold to students at school during the school day, meet or exceed the established federal competitive food standards (USDA Smart Snacks in School). Venues include vending, school stores, non-exempt fundraisers, and a la carte items.</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?			Implemented in the school building(s)?		
Yes	No		Fully in Place	Partially in Place	Not in Place
<input checked="" type="radio"/>	<input type="radio"/>	We limit the number of food fundraisers at school and have procedures in place for requesting a fundraiser exemption (i.e., selling foods that do not meet Smart Snacks) in accordance with limits set by PDE.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<b>We have local standards in our written policy for foods and beverages offered for free to students at school, including food rewards, items offered at classroom parties and celebrations, and foods/beverages provided to the class as shared classroom snacks.</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	We provide a list of nonfood ideas and healthy food/beverage alternatives to staff and parents/guardians.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<b>Only foods and beverages that meet or exceed federal nutrition standards (USDA Smart Snacks in School) are permitted to be marketed or promoted to students during the school day. Examples: posters, vending machines, menu boards, cups for beverage dispensing, coolers, trash cans.</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes on nutrition guidelines for foods and beverages at school:

*\* At least one goal for these categories must be included in the written policy per federal regulations.*

Report on the progress made in attaining the goals of the wellness policy (REQUIRED):



WW 8/3/22  
BD APP 8/11/22

# **Canton Jr.-Sr. High School**



## **STUDENT HANDBOOK 2022-2023**

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information about your rights or grievance procedures, contact Title IX Coordinator or the section 504 Coordinator. Superintendent, at 509 East Main Street, 570-673-3191. This brochure, published by the Canton Junior-Senior High School, is designed to be used as a reference throughout the year. It is our practice to exert every effort to maintain communication between the home and the school. Please do not hesitate to contact us on any matter because knowing each other is critical to the welfare of the students. This handbook and other school publications are updated on a regular basis. Policy(ies), herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

#### **ALMA MATER**

Canton High, Canton High, You're the fairest school to me. High School, High School, Dearly loved you'll always be. Fairest colors crimson and white, For you we'll fight until we die. Grandest school beneath the sky. My Canton High.

#### **BULLYING PLEDGE**

Canton Jr/Sr High School will strive to be bully free! Students will be advised to abide by the following pledge: I will not bully others. I will try to help students who are bullied. I will make it a point to include students who are left out. When I know someone is being bullied, I will tell an adult at school and an adult at home.

#### **CANTON AREA BOARD OF EDUCATION**

Judy Sourbeer, President	Tom Resavage	Scott May
Bill Holland, Vice President	Dennis Sourbeer	Eric Anderson
Ryan Allen, Treasurer	Arica Jennings	Gary Black

\*Mr. Mark Jannone, Board of Education Secretary (570-673-3191)

\*Cassi Blaney, Caldwell & Sheetz, Solicitor

\*Board of Education meetings are held the second Thursday of every month, unless otherwise posted.

#### **PHILOSOPHY**

We endeavor to teach basic skills and information in our subject areas, to reinforce knowledge and to encourage the students to be productive and responsible citizens. The goal of the faculty and administration of the Canton Area Jr./Sr. High School is to help each student reach their potential and to become a contributing member of our society. We provide for individual differences in a changing society whether those differences are cultural, social, intellectual, physical, or economical. We strive to help the student to be aware of the relationship between rights and responsibilities. We encourage a unified effort from the home, school, the church, business, and the community, in general, for the benefit of the student. Having provided an atmosphere of learning in which each student may succeed in some area of life, we believe the success of the individual ultimately depends upon the industry and ambition of the student.

#### **CANTON AREA SCHOOL DISTRICTS RECORDS POLICY**

Regulations of the State Board of Education as amended in July 1977, state: "Each Board of School Directors shall adopt an updated plan for the collection, maintenance, and dissemination of pupil records and submit the same to the Department of Education for approval on or before 1978." While recognizing the legitimate needs for the collection and use of the information, the Canton Area School District is aware of the need to insure as much as possible, the rights of privacy of the individual. Therefore, the school district plan shall contain policies and procedures for the collection, maintenance, release and

destruction of educational records. In addition, the school district shall protect the confidentiality of education records containing personally identifiable information. The district Record Policy) is located in the Guidance Office for public review (adopted as revised September, 2009).

#### **DISCRIMINATION STATEMENTS**

Canton Area Junior-Senior High School does not discriminate in interscholastic athletics or co-curricular activities as to students participating with diverse abilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are students with diverse abilities. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities.

#### **EMERGENCY DRILLS**

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked according to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently to make certain all students follow teacher instructions. Once outside, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

#### **INCLEMENT WEATHER/SCHOOL CLOSING**

When weather conditions are of such severity to make the holding of school unsafe or impractical, there will be an early announcement to this effect. If weather conditions appear to be improving or roads may be plowed momentarily, the decision may be made to start school later in the morning. In such cases, busses and classes will start two (2) hours later as announced. An automated call will be made to contacts of our students to indicate a closing, delay, or early departure from school. Should an emergency occur during school hours which necessitates the closing of school, such a dismissal will be authorized. Attempts will be made to broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified.

#### **VISITORS**

All visitors must first sign in at the lobby, obtain a visitors pass and then will be accompanied to the High School Office. Visitors will sign in and wear a visitor's pass at all times. Upon leaving, visitors must sign out and return the visitor's pass. Anyone under 18 is not permitted in the classroom during the school day unless approved by administration.

#### **DRESS CODE/DRESS SAFETY**

CHS will not interfere with the right of students and parents/guardians to make decisions regarding appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others. Below are the guidelines that the school has developed:

- Clothing that exposes any part of the midriff or excessive cleavage when sitting or standing (midriffs, shrinks, halters, bra tops, sports bras, low-cut tops, strapless tops etc.) or pajamas is not permitted
- Shorts, dresses, skirts, culottes (skorts) and similar clothing must be at least mid-thigh level in length. Jeans with holes may not expose skin above the mid-thigh level
- Any clothing that is worn in a way that reveals undergarments is not permitted

- Outdoor clothing (hats,hoods, sweatbands, coats, heavy jackets, bandannas, sunglasses etc.) is not permitted
- Clothing with ambiguous, suggestive, sexual, degrading, gender biased, culturally biased or vulgar text or graphics or patches on clothing which can be interrupted as obscene by message or placement or clothing with drug, alcohol or tobacco related text or graphics., as well as clothing with text or graphics that promote death, dying, suicide, or related violent text or graphics is not permitted
- Chains (wallet chains, chains worn around the neck, wrist, ankles or any body part, etc.) of any significance are not permitted
- Shoes or appropriate footwear are to be worn at all times

Appearance which the administration feels is disruptive to the educational process may be deemed inappropriate. The administration shall determine what is unsafe, inappropriate, and extreme. Emerging fashion trends which are not cited above will be evaluated by the administration. Violation of the student attire guidelines will be dealt with on an individual basis. Students will be required to correct their appearance and may be subject to disciplinary action. Note: The use of personal protective equipment (PPE) may be required to be worn as deemed necessary by administration.

#### **WORKING PAPERS**

Students between the ages of 14-18 may be employed legally in part-time jobs provided such employment does not interfere with their school progress. Students under 18 years of age must obtain working papers if they wish to work after school hours, on weekends, or during vacation. An application for working papers may be obtained in the High School Principal's Office on any day school is in session, or during the summer working hours. Those seeking working papers must submit a birth certificate and fill out the appropriate paperwork.

#### **LOST AND FOUND**

All books, clothing and materials found in or around the school building are turned into the High School Office and kept for the duration of the school year. If unclaimed at the close of the school year, the articles of clothing are given to the Canton Community Clothing Center.

#### **VOCATIONAL EDUCATION OPTION NTCC & CHS**

Students considering attending the Northern Tier Career Center (NTCC) in their 11<sup>th</sup> and 12<sup>th</sup> grade year will elect a course of study. An application for admission (forms in the Guidance Office) will need to be completed. The Academic Planning Guide contains detailed requirements for acceptance into the NTCC program. If a student does not meet acceptable levels for admission, then other educational options need to be discussed with the Guidance Counselor. If the quota for the course of study selected is full, then other educational options need to be considered. Students who meet NTCC requirements will receive courses in English, Social Studies, Physical Education, Math and Science while attending Canton High School. NTCC participation will give students 4 credits per year towards graduation. While attending NTCC, they will receive two credits per semester for the course they have chosen. Students who want to attend NTCC may choose from a variety of study areas. Bus rules for NTCC are contained in Section VII of this Handbook. Students attending NTCC have earned the privilege to do so. The building principal has the authority to revoke the privilege based on behavior and/or attendance. Also, misconduct or abuse of bus privileges may result in removal from the NTCC program based on the principal's discretion.

### **LIFE EXPERIENCES OPTION**

The Canton Jr.-Sr. High School makes available to qualifying students the opportunity to pursue community based education of life experience. This might include part-time employment, advanced learning, or domestic responsibilities. Students enrolled in the NTCC program are not eligible because of existing opportunities for work experience within those programs. Any other senior may request the opportunity to participate by contacting his/her guidance counselor. The counselor and principal will determine eligibility. At the time of application, students must be passing all classes with a 70% or better in order to be eligible to participate. Students must have sufficient credits to graduate in order to participate since the program itself carries with it no credits.

#### **Guidelines for Participation**

- Seniors are eligible to participate
- Academic classes must be scheduled for at least ½ the school day in the morning or afternoon.
- Any rescheduling of classes must be done before the start of each semester. No mid-semester options will be considered.
- Students must be on target to earn sufficient credits to graduate in order to be eligible for participation in the program
- Students with more than 10% of required school days absent and/or 10 or more times tardy during the preceding school year or semester will be ineligible.
- Students may be required to verify their life experience activity on a regular basis.
- Each student participating in the program must reflect an attitude conducive to work as well as self-discipline and a sense of responsibility. The administration reserves the right to deny students of the opportunity or to continue in the program.

#### **How to Apply**

Submit the following documents to the Guidance Office:

- Letter from the employer (on company letterhead) describing the work duties, times of employment and benefit to his career field
- Letter from the parent/guardian giving permission for the early release from school, as well as participation in the program. Please include the specific time the student will be leaving school.
- Letter from the student addressed to the Principal requesting permission to participate in the CHS Life Experience program. The letter must include the name and contact information of your employer, and an explanation of how the job duties will benefit your anticipated career field

### **JOB SHADOWING/CAREER EXPLORATION**

Job Shadowing/Career Exploration is a common request by students exploring future careers. It is possible to take advantage of this option since career preparation is one of the school's missions. Three (3) such days may be requested to job shadow, and requests must be approved in advance with supporting written documentation from the employer/workplace. Permission slips are available from the Guidance Office.

### **ACT 10**

Act 10 of Pennsylvania School Law requires all public schools to provide a list of graduating seniors to armed forces recruiters which request the same. "Each school district shall notify the students in writing, prior to the end of their junior year, of the requirements imposed by subsection (a). Each student shall be given at least 21 calendar days to request, in writing, to the superintendent exclusion of such student's name prior to the release of such list." Penalty for districts which do not comply is a summary offense carrying a \$100 fine." Any costs incurred by public and nonpublic schools in complying with the law will be reimbursed by armed forces recruiters upon written documentation of expenses." Nonpublic schools have

the option to comply or not with the requirement of Act 10. This article serves as notice of inclusion/exclusion for the list.

### **MILITARY RECRUITERS IN SECONDARY SCHOOLS**

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) collectively require superintendents to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. To ensure the school is in compliance with these laws, superintendents are required to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has "opted out" of providing such information. These lists should be made available by the beginning of the school year; however, military recruiters are entitled to request and receive this information throughout the year.

### **IMMUNIZATION**

Pennsylvania School Law requires all Junior High/Senior High Students have a certificate of immunization or record of immunization against the following:

- A minimum of 4 properly spaced tetanus, diphtheria and pertussis, and 1Tdap (tetanus, diphtheria, acellular pertussis)
- A minimum of 4 properly spaced poliomyelitis
- 2 properly spaced measles, mumps, rubella
- 3 properly spaced Hepatitis B
- 2 varicella-vaccination for chickenpox immunity
- 1 meningococcal vaccine is required for all 7th graders
- Incoming seniors are required to have a second meningitis vaccine before the first day of school
- The original immunization record will be mailed to the school when a student transfers to another school district in Pennsylvania.

### **MEDICATION POLICY**

Procedure-The procedure for nursing procedures and medications during school hours is as follows:

- The parent/legal guardian will present a written physician order for administration of medications and nursing procedures.
- All medication, over the counter and prescription, will be brought to the school nurse by parent/legal guardian. Students may carry an asthma inhaler with written order from a physician as well as a completion of the consent for self administration form.
- Complete information for nursing procedures/medication administration must be sent to school including medication in prescribed, original container and procedure. Prescribed medication/treatment will be administered by the school nurse.

Student Self-Administration- With written permission, students may carry and self-administer medications such as hypoglycemic agents, asthma inhalers, and epinephrine auto-injectors according to the procedures above. To self-administer medication, the student must be able to:

- See to and visually recognize his/her name
- Identify his/her medication
- Measure, pour and administer the prescribed dosage
- Sign his/her medication sheet to acknowledge having taken the medication
- Demonstrate a cooperative attitude in all aspects of self-administration.

The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of student's correct procedure/technique by the student's licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discus, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs.

## **ATTENDANCE**

Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution. The Canton High School considers the following conditions to constitute reasonable cause for absence from school: Illness, Quarantine. Recovery from an accident. Required court attendance, Death in family. Family educational trips, with prior approval. Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted to the office within five (5) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. The Canton High School may report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18).

Educational Tours and Trips-A student may be excused from school to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence within 3 days of the absence
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent

After receiving approval to be excused from school for the tour or trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student's responsibility to complete all assignments and present them to the teachers the day the student returns to class. Furthermore, it is recommended that these tours or family trips not be taken during final examination periods or statewide assessment windows. A form requesting tour approval is available in the High School Office and on the high school's web page for your convenience. A total maximum of 5 days will be permitted to be used as excused absences. After a maximum of 5 days each day will be considered illegal.

## **TARDINESS**

Students who are late in the morning and cannot reach homeroom before the morning announcements must report to the front office to complete the required paperwork. Students who accumulate three (or more) unexcused tardies to school will be subject to the consequences outlined in the Disciplinary Policy section of this handbook.

## **EXCUSED ABSENCES**

A student: is required to submit a parental excuse to the attendance office within 5 school days of the students return to school. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian; Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence. Excuses sent via email will be permitted.

**ILLEGAL/UNEXCUSED ABSENCES**

Reference the chart below for the specific procedure.

Illegal Absences (NO EXCUSES)	Legal Absences (PARENT EXCUSES)
<p><b><u>First-Third Illegal Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> </ul>	<p><b><u>FIRST-SECOND Parent Excused Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> </ul>
<p><b><u>Fourth Illegal Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> <li><b>Enter student info into SAP</b>  <a href="https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/vi/ewform">https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/vi/ewform</a> </li> </ul>	<p><b><u>Seventh Parent Excused Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> <li><b>Enter student info into SAP</b>  <a href="https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/vi/ewform">https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/vi/ewform</a> </li> </ul>
<p><b><u>Fifth-Sixth Illegal Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> </ul>	<p><b><u>Eight and Ninth Parent Excused Absence</u></b></p> <ul style="list-style-type: none"> <li>Send hard copy letter (Attendance Letter)</li> <li>Send regular absence notification via email/text/robo via ALL call system</li> </ul>
<p><b><u>Seventh Illegal Absence</u></b></p> <ul style="list-style-type: none"> <li>Send regular absence notification via email/text/robo via ALL call system</li> <li><b>Enter Student into Truancy Tracking Spreadsheet</b></li> <li>Send hard copy letter (Attendance Letter)</li> <li>Contact the following to schedule a SAIP meeting within 3 days (if unable to get parent in, schedule anyway with the others) <ul style="list-style-type: none"> <li>Parent/Guardian</li> <li>Guidance Counselor</li> <li>Principal/Dean of Students</li> <li>IEP Case Manager (if applicable)</li> <li>Probation (if applicable)</li> <li>Outreach Counselor (Maria LaFleur)</li> <li>Attendance Improvement Coordinator (CYS)</li> </ul> </li> </ul>	<p><b><u>Tenth Parent Excused Absence</u></b></p> <ul style="list-style-type: none"> <li>Send regular absence notification via email/text/robo via ALL call system</li> <li><b>Enter Student into Truancy Tracking Spreadsheet</b></li> <li>Send hard copy letter (Attendance Letter)</li> <li>Contact the following to schedule a SAIP meeting within 3 days (if unable to get parent in, schedule anyway with the others) <ul style="list-style-type: none"> <li>Parent/Guardian</li> <li>Guidance Counselor</li> <li>Principal/Dean of Students</li> <li>IEP Case Manager (if applicable)</li> <li>Probation (if applicable)</li> <li>Outreach Counselor (Maria LaFleur)</li> <li>Attendance Improvement Coordinator (CYS)</li> </ul> </li> </ul>
<p><b><u>Tenth Illegal Absence</u></b></p> <ul style="list-style-type: none"> <li>File Truancy Charges</li> </ul>	
<p style="text-align: center;"><b>Guidance Office</b>  <b><u>(Guidance office) 10 Consecutive Days Absent</u></b> (10 consecutive days missed)</p> <ul style="list-style-type: none"> <li>Send certified letter notifying that they will be removed from the rolls</li> </ul>	



## **COLLEGE VISITATIONS**

College visitations are permissible through the Guidance Office for Juniors and Seniors only. Each student is permitted three (3) college visits per school year. Please pick up a college visitation form from the high school office or guidance office to be signed the day of your visitation.

## **ATHLETIC ELIGIBILITY**

It is the policy of the Canton Jr.-Sr. High School to carry on as wide and diversified a program of athletics as facilities and funds will permit. The school regards cross country, football, volleyball, basketball, wrestling, spirit squad, baseball, softball, and track as major sports.

- In order to maintain eligibility for participation student athletes and cheerleaders must be passing at least five of their academic classes, including special classes
- Participating students, teachers and coaches will be notified by the Athletic Director by no later than 8:30am each Monday morning (or first day of the school week) which students are ineligible and in which specific classes. Students declared ineligible will then be able to immediately see teachers in order to make arrangements for whatever effort is required to restore eligible status, i.e. make up assignments, tests, extra credit, etc.
- Students will remain ineligible for competition or participation until they are passing five or more of their classes.
- Students may become eligible, based on teacher communication to the Athletic Director or Principal, that same day, Tuesday or however long it takes to attain a passing average for all classes.
- Once eligibility has been restored, only the Athletic Director or Principal may validate the fact. Coaches must receive confirmation from one of the above mentioned individuals and not the student before a student athlete can resume participation.
- In addition to these requirements, the regular PIAA standards (a student must be passing the equivalent of four credits or he or she will be ineligible until eligibility is run again the following week, unless it is at the end of a marking period in which it would be 15 school days starting when report cards are issued) will still remain in effect as well.
- Students who are failing a course at the end of a marking period will not be allowed to participate in contests or performances for a period of fifteen school days. This period of time will begin when report cards are issued.
- Students who are failing a course at the end of a school year will not be eligible to participate in contests or performances (scrimmages or otherwise) prior to the first day of school and also for a period of fifteen school days commencing with the first student day of the following school year.

## **CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT**

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts. Please refer to the Code of Conduct in the appendix section of this handbook.

## **HAZING**

It is a priority to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing policy #247 is explained in detail in the Appendix portion of this handbook.

## **INSURANCE**

Student Activity Insurance will be made available to students. Parents should be aware that the school district does not provide medical insurance or pay for medical expenses.

### **Coverage Information**

**School-Time Accident**—Insurance coverage for the hours and days when school is in session and while attending school-sponsored/supervised activities.

**Full-Time Accident**—Around-the-clock accident coverage anywhere in the world. Protection during vacations, weekends, and school days.

In order to participate in the following activities, students need to be covered by medical insurance. This may be personal or school insurance. Many of these activities extend throughout the summer with camps, weight/fitness room schedules etc. To participate in these programs, students will need proper insurance coverage. Band, Band Front, Baseball, Cheerleading, Cross Country, Football, Softball, Track, Volleyball, Basketball, Wrestling. Parents/Guardians must provide information on insurance status before their daughter or son is permitted to participate in the activities listed above.

School insurance (school-time or full-time) will not cover Jr. High, J.V., or Varsity Football. Personal insurance--not school insurance—will be required. Please check the Canton Athletic/Co-Curricular Code of Conduct Card for required documentation.

## **STEROIDS (ANABOLIC) AND ATHLETICS**

Students using steroids will not be permitted to participate in interscholastic athletics at the Canton Area Junior-Senior High School. Students are subject to the provisions of the Canton Athletic/Co-Curricular Code of Conduct. See the Disciplinary Policy section for more details. Students should be aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, selling or distribution could subject them to suspension, expulsion and/or criminal prosecution. Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.

## **ATHLETIC AWARDS**

### **Award Criteria**

To qualify for a varsity letter or junior varsity letter in any sport or cheerleading, the student athlete must fulfill the following criteria:

- Keep training rules
- Participate all season
- Be well groomed, clean, tidy, and represent Canton High School in a complimentary way in every respect at home and away in all activities and events
- Take the best care of all equipment, uniforms, locker room, gymnasium, and school building at home and away events
- Participate in one-half of the quarters, innings, or matches in football, basketball, baseball, wrestling, or volleyball. Score in one-half of the meets in cross-country and track. Faithful membership in one sport for two years will be rewarded with a varsity letter.
- In cheerleading, participate in three-fourths of the football and basketball games.

### **Award Description**

- The varsity award will be an 8-inch block white chenille "C" on a crimson background after 2 years participating
- The junior varsity award will be a certificate of participation
- The junior high award will be a certificate of participation
- The felt award will be given the first year participating

- Bars, stars, and insignia, "hardware", that indicate the sports in which letters were earned will be given when the athlete is a senior.

### **CO-CURRICULAR ACTIVITIES**

The operation of co-curricular activities is determined by their own constitutions or under directions from the offices of the High School Principal or Superintendent and respective heads of departments under which they would naturally fall. Should any of the organizations or classes find it necessary to travel by bus, or auto, all students who are going on the trip must present a release slip signed by a parent or legal guardian and the principal before they will be allowed to travel. Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of the Canton Area School District. Practices: all athletic and play practices must be under the supervision of the coach, advisor or sponsor. For afternoon contests and matinees, student participation in regularly scheduled athletic contests should not be excused from school before the time announced on the bulletin. Students attending these contests or productions will attend in a body under the supervision of the homeroom teacher as for regular assembly programs. The group and coach, advisor, or sponsor directing practices must see that all lights are turned off, doors closed and latched, and equipment stored before leaving. Transportation guidelines for interscholastic athletics and co-curricular activities are found in section VII.

### **ACADEMIC LETTERMEN'S CLUB**

Academic excellence is having earned a first honor roll achievement three out of four nine week marking periods. The function of this club is to recognize students at CHS who have excelled in academic performance. At the end of ninth grade, eligible students will receive an academic letterman certificate. At the end of tenth grade, students who continue to be eligible will receive another academic letterman certificate. Following their eleventh grade year, eligible students will receive a felt letter, academic letterman certificate and are eligible for a letterman's jacket. After completion of their twelfth grade year eligible students will receive a chenille letter, academic letterman certificate and a learning pin.

### **BATTLE OF THE BOOKS**

Junior and senior high students are encouraged to participate in this extracurricular club. Students who choose to participate will be asked to read books from a selected list. They contain a variety of genres and reading levels. These titles are of interest to the particular age group. In the spring, the students will then travel to compete against other students who have read the same titles. This competition is held on a Saturday in late March/early April.

### **DANCES**

All dances will be closed dances unless otherwise publicized, and will have the following rules. These rules are instituted to support the goal of trouble-free dances.

#### **SIGN UP SHEET**

- Any student who would like to invite someone, who is not a member of Canton High School and is of high school age (up to and including 21 years of age), can use the sign-up sheet in the principal's office. The signup sheet is not to be used to turn a closed dance into an open dance.
- Students who sign up other guests are responsible for their guest's behavior and these guests are to conform to CHS school rules and regulations.

#### **STUDENT BEHAVIOR**

- Students will follow all school rules that are listed in the Student Handbook.

- Students leaving the dance ARE NOT permitted to re-enter. Once a student leaves the dance, they are to promptly leave school property- no loitering around the school, parking lot, or other areas of school property
- No alcoholic beverages, drugs or tobacco are to be brought, possessed, or consumed on school property. Violators will be turned over to the police for prosecution.

STATEMENT OF INTENT-All students are welcome, and urged to enjoy the sponsored dances at Canton High School. The enjoyment is based on good behavior and concern for the majority, not over the narrow, selfish behavior of a few. Violating school and dance rules will result in student (s) loss of privileges to attend future CHS activities and, depending on the violation, further prosecution by law. CHS reserves the right to restrict anyone from attending school functions (i.e. dances) based on the above policy or future policies that may be written.

ATTENDANCE-Prom/Homecoming and SnowBall/Winter Dance - Any Canton student in Grades 9-12 (one of the couple **MUST** be in grade 11 or 12)/ Any approved guest signed up in office in grades 9-12/Any guest under the age of 21. Proper paperwork must be completed and approved before they will be permitted into the dance. Freshman Formal Only Canton freshmen can attend this dance.

#### **ELECTION OF KINGS AND QUEENS**

Kings and queens of various courts are selected by members of the senior class. The voting process is completed near the start of the school year by seniors. The order of selection is based on potential scholarship money and community preference. The selection process is explained during a senior meeting. Kings and Queens with their courts are:

Event	Court	Month
Laurel Festival	No Court	June
Flaming Foliage	No Court	October
Senior Ball/Junior Prom	Court	May
Homecoming	Court	September/October

#### **NATIONAL HONOR SOCIETY**

The Irene W. Hurley Chapter #6909 of the National Honor Society was founded locally in 1959. The local chapter abides by the Constitution and By-Laws of the National Chapter. The National Honor Society is an affiliate of the National Association of Secondary School Principals. Eligibility for membership in the National Honor Society are provided in detail below.

- **Minimum Grade Requirement:** Prospective members must have a minimum composite grade of 94% taken from all subjects during the freshman and sophomore years to be considered for membership. Seniors must have a minimum composite grade of 94% taken from all subjects during the freshman, sophomore, and junior years to be considered for membership. Starting with the class of 2025, the expectation will be added to the 94% average; at this time, students also will be required to be in the top 20% of the class to be considered.
- **State Assessments:** Beginning with the class of 2010, any prospective NHS member of the Irene W. Hurley Chapter must at least be of a proficient level in the Keystone exams. To clarify, a student must achieve proficiency on two out of three Keystone exams.

- Attendance: Any prospective member may not accrue five or more unexcused absences in any school year.

Attainment of the eligibility requirements above qualifies the prospective member for consideration only and does not automatically allow membership.

An induction ceremony for current junior and senior candidates will be conducted during the school year. Parent/Student note: At the time of student induction, a brochure will be given to the student indicating selection guidelines, maintenance of membership, and dismissal procedures. Students eligible for membership in NHS will complete a form listing academic courses and extracurricular activities prior to Faculty Council vote on membership.

### **STUDENT ELECTIONS AND CLASS OFFICERS**

Class leadership has been provided through a system of student elections. From each grade level (12th, 11th, 10th, 9th, 8th, and 7<sup>th</sup>), student officers will be elected to perform class duties and provide leadership for their class throughout the school year. Seniors will elect officers to the position of President, Vice President, Secretary, and Treasurer during the first week of school. The second week of school will proceed with the junior initiating class elections, followed by the sophomores the third week, freshman the fourth week, and so on. The election process follows the model developed by the election of sophomore class officers for the school year.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program was created to identify and help students who are experiencing social, emotional, or physical problems that are detrimental to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or cure. It provides a means for teachers and school staff to help students through difficult times. The focal point of the program is a group of specially trained professionals. The members of the team include the Principal, Guidance Counselor, High School teachers, School Nurse, Drug and Alcohol Counselor and Mental Health Counselor. Their training has prepared them to help students in behavior areas such as alcohol and drug abuse, child abuse, eating disorders, suicide, pregnancy, peer pressure, personal loss, and dysfunctional families. Students may refer themselves or may be referred by anyone else in the district who has a concern for their well-being.

### **STUDENT CODE OF CONDUCT AND DISCIPLINE**

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Pursuant to 22 Pa. Code §12.2:

- Student responsibilities include regular school attendance\*, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process
- Students should express their ideas and opinions in a respectful manner
- It is the responsibility of the students to conform to the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect

2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process
4. Assist the school staff in operating a safe school for all students enrolled therein
5. Comply with Commonwealth and local laws
6. Exercise proper care when using public facilities and equipment
7. Attend school daily and be on time at all classes and other school functions
8. Make up work when absent from school
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by the Commonwealth and local school authorities
10. Report accurately and not use indecent or obscene language in student publications

### **DISCIPLINARY POLICY**

#### **Classification of Infractions**

- Minor Infractions-Minor misconduct on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school will be considered minor misconduct requiring classroom/teacher/staff corrective action
- Major Infractions- Major infractions are Frequent or serious misbehavior which disrupts the learning climate of the school will be considered major misconduct. These infractions, which usually result from the continuation of minor misbehaviors, require the intervention of personnel on the administrative level as previous disciplinary options have failed to correct the situation. These major infractions are serious enough to require corrective action on the part of administrative personnel

<b>Behavior</b>	<b>Corrective Action Options</b>
Disrespect	Restorative Conference Warrior Zone Corrective Education Suspension (out of school, athletics, clubs, etc.) After School Detention Saturday Detention Lunch Detention Student Conference Law Enforcement Alternate Education Loss of Privilege(s) Expulsion Alternate Education Assignment (Out of CHS placement) Restorative Circle
Tardiness	
Physical Contact	
Disruption	
Use/possession of Uncontrolled substances	
Use/possession of Tobacco	
Inappropriate language	
Bullying/Harassment	
Truancy	
Academic Dishonesty	

### **Definitions of Corrective Action**

- *Student Conference*-A conference between the teacher or administrator and the student occurs.
- *Restorative Circle*-A conference between the administrator, Guidance counselor and student(s) involved
- *Restorative Conference*-A conference between the administrator, Guidance counselor, student(s) involved and parents/guardians
- *Loss of Privilege*-Student is not permitted to participate in certain privileges for a specified amount of time including, but not limited to hallway movement, extracurricular activities, attendance in activity period.
- *Lunch Detention*-The student will eat lunch in the office as assigned by the administrator.
- *Law Enforcement*-The infraction requires and facilitates the involvement of law enforcement.
- *Warrior Zone Corrective Education*-The Warrior Zone is a classroom supervised by teachers who are trained in restorative educational practices. The intent is to provide education that will allow a student to correct the problem behavior. A student may be assigned to this classroom for a single period and up to three days.
- *After School Detention*-Will be held as needed on Mondays and Wednesdays in a designated classroom.
- Attendance at detention is mandatory and must be served on the date(s) scheduled. Transportation following detention is the responsibility of the parent(s)/legal guardian(s).
- *Suspension*-The student will be excluded from both school and interscholastic athletics or co-curricular activities for a specified amount of time. Students are not permitted to be in the school, on school grounds, or participate in or attend any school activities during the term of NOTE: Out-of-School Suspension. Missed school work during a suspension term will be: two (2) days suspended=two (2) days to make up all work; six (6) days suspended=six (6) days to make up all work. Incomplete school work may earn a partial grade (at the discretion of the teacher).
- *Expulsion*-Expelled from school and provided with an alternate education plan

### **GANG RELATED ACTIVITIES**

The Board recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. Therefore, gangs and gang related activities are prohibited in school. Please see the board policy located in the Appendix section of this document for details.

### **EXCLUSION FROM SCHOOL**

Pursuant to 22 Pa. Code of § 12.6:

- a). The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § 14.35 (relating to discipline), of Title 22 of the Pennsylvania Code.
- b). Exclusion from school may take the form of suspension or expulsion.
  1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
    - Suspensions may be given by the principal or person in charge of the public school.
    - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.

- The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
  - When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth below in the section entitled "Hearings", pursuant to 22 Pa. Code § 12.8(c).
  - Suspensions may not be made to run consecutively beyond the ten (10) school day period.
2. Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 22 Pa Code § 12.8.
- c). During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- d). If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
- e). Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
  2. If the parents or guardian are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
  3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

## HEARINGS

Pursuant to 22 Pa. Code § 12.8:

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
  - Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
1. The following due process requirements are to be observed with regard to the formal hearing:
    - Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - Sufficient notice of the time and place of the hearing must be given.



- The hearing shall be held in private unless the student or parents request a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his own behalf.
- A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held at a reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

- a. Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2. The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his own behalf.
- The district shall offer to hold the informal hearing prior to the suspension taking effect, unless it is that the health, safety, morals or welfare of the school community was threatened at the time the suspension is imposed, in which case the district shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **BACKPACKS/BOOK BAGS**

Backpacks/book bags and purses must remain in the locker throughout the school day. Clear backpacks that provide visibility into the bag are permitted. Backpacks/book bags may be permitted when deemed necessary by administration.

### **COMPUTER EQUIPMENT USE**

Students who tamper with and/or vandalize any computer equipment and/or associated peripherals such as disks, mouse pads, wiring, or electrical components will be subject to disciplinary action. A second offense will necessitate student removal from the class. Students accessing the hard drives by bypassing coded passwords will be removed from the class on the first offense. Any damages to the computer equipment and/or peripherals will be the financial responsibility of the student/parent(s)/legal guardian; monetary compensation to the school district will include equipment, labor, parts, materials, and any necessary transportation of the equipment for servicing, transportation fee(s) for servicemen, or staff labor costs to reprogram computer software into a machine(s). The "Rules and Code of Ethics Agreement For Student Network and Internet Users" requires completion and must be on file at school prior to a student's

use of any computer equipment at CASD. The "AGREEMENT" possesses a student and parental signature page which must be completed and returned, and can be reviewed in detail in the Appendix section of this document.

### **STUDENT DRIVING**

Each student is required to complete a form requesting motor vehicle permit privileges on school property. This form must be completed and submitted, signed by the parent or legal guardian, to the High School Office. Additionally, the student must present proof of insurance and a valid registration before receiving permission to operate a vehicle on school property. All students who receive permission to operate a motor vehicle on school property will be given a parking permit. These permits are to be hung from the front windshield mirror. Use of the permit is required only when parking in the school parking lot. This will help to identify those vehicles authorized to park in the school parking lot and identify vehicles that may need to be moved. Students will be given the first two weeks of school to submit all paperwork and receive their permits. Excessive tardiness to school may result in loss of motor vehicle permit privileges for a student. The fee for a parking permit will be \$5.00 per permit and the permit is valid until graduation. Lost permits must be replaced and will cost \$2.00 per permit. Permits are not transferable.

The following are requirements of students that wish to exercise the privilege of operating a motor vehicle for parking on school property:

1. Complete and return a required motor vehicle permit form, available through the High School office, with \$5.00.
2. Hang the parking permit(s) on the vehicle(s) windshield mirror.
3. Student drivers are to access the school parking lot via Union Street when arriving to and leaving from school. No student traffic is to occur in the front of the school using Main Street.
4. Park only in designated areas of the parking lot in appropriate positions (not blocking other vehicles).
5. Drive in a safe and courteous manner, and obey all state and local vehicle laws including fastening seat belts, no passengers in the back of pick-up trucks, etc.
6. Report any and all incidents occurring on school property including physical contact with other motor vehicles and/or pedestrians to school; authorities regardless of severity within 24 hours.
7. Obey directions of person(s) on duty.
8. Citations will be issued for violations of rules. The procedure is:
  - a. 1st violation: Warning may be given (depending on severity) with letter to the parent/legal guardian and local law enforcement authorities if applicable
  - b. 2nd violation: Suspension of motor vehicle permit for one week;
  - c. 3rd violation: Revocation of motor vehicle permit privileges for the remainder of the school year.

**SEARCH POLICY:** Any vehicle parked on CASD property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without warrant and for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the vehicle will not be permitted to be moved from the premises during the reasonable duration of the search. Student willful lack of adherence to these may lead to the towing of the vehicle at the owner/driver's expense.

### **STUDENT DRIVING (Northern Tier Career Center)**

Students enrolled in the Northern Tier Career Center are provided transportation to and from via school bus. However, students may elect to provide their own form of transportation with permission of the

school and the parent/guardian. The Student Driver form may be obtained at the Northern Tier Career Center, completed and signed by the parent or legal guardian, as well as the CHS Principal and submitted to the Northern Tier Career Center. Student drivers are permitted to transport a maximum of ONE passenger to and from the Northern Tier Career Center ONLY if the CHS Passenger Permission form has been completed, signed and submitted to the CHS main Office. All policies in the above Student Driving section above apply.

### **HALL PASSES**

Students must have a hall pass from an authorized staff member when in the hallway during regular class periods. Teachers will write passes on the appropriate day for permission to be in the hall. This includes restrooms, library, drinking fountains, lockers etc. All teachers will maintain a daily log of pass use, and students are required to complete the log prior to pass use.

### **SOLICITATIONS**

Outside organizations are not permitted to solicit funds or donations in the Canton Junior-Senior High School.

### **LOCKERS**

NOTICE TO ALL STUDENTS: STUDENT LOCKERS ARE SCHOOL PROPERTY AND REMAIN, AT ALL TIMES, THE PROPERTY OF THE SCHOOL; HOWEVER, STUDENTS ARE EXPECTED TO ASSUME FULL RESPONSIBILITY FOR THE SECURITY OF THEIR LOCKERS. PERIODIC GENERAL INSPECTIONS OF LOCKERS MAY BE CONDUCTED BY SCHOOL AUTHORITIES AND/OR LAW ENFORCEMENT OFFICERS (INCLUDING THE USE OF TRAINED DOGS). THESE INSPECTIONS/SEARCHES WILL BE CONDUCTED REGARDLESS OF ANY INDIVIDUALIZED SUSPICION AND MAY OCCUR WITHOUT NOTICE, WITHOUT STUDENT CONSENT OR WITHOUT A SEARCH WARRANT. THE EXPECTATION OF PRIVACY IN A SCHOOL LOCKER IS UNREASONABLE AND SHOULD NOT BE EXPECTED BY ANY STUDENT. Each student will be given a hall locker for his/her books and personal belongings. Students are expected to carry materials needed for several classes to eliminate the need to visit their locker in between every period. If students experience problems that involve stolen items or other valuables taken from a locker, it will be pursued as theft. Parents will be directed to contact the local police. Students are not permitted to share lockers nor store their books in the locker(s) of other student(s). Do not leave valuables in your locker!!!! The school district and employees will not be responsible for missing items. No food or drink is to be stored in the student's locker. Open containers of drink will be prohibited in lockers and hallways. All food and drink will be consumed in the cafeteria, unless prior approval is given by the office to support a class with a curricular matter.

### **VALUABLES**

Students are cautioned not to bring large amounts of money or any other valuables to school. STUDENTS, not the school, are responsible for their personal property. If it is necessary to bring more money to school than needed to pay for lunch, leave it with your homeroom teacher or in the Principal's Office for safe keeping.

### **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching. Examples of verbal sexual harassment may include: threats;

insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises. Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks -winking, lip licking, or suggestive body movements. Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible. While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive. The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

#### **PUBLIC DISPLAY OF AFFECTION**

Hand holding is permitted. Any other form of public display of affection is not permitted.

#### **CELL PHONE POLICY**

Students are discouraged from bringing cellphones to school. Students are not permitted to have cell phones in their possession at any time during the school day defined from the beginning of homeroom until dismissal. Phones are to be turned off and placed in lockers during this time. Any student using their cell phone during the school day will surrender the phone to the staff member who will then provide it to the office for a parent/guardian to pickup. Failure to cooperate will result in corrective action as described in the Disciplinary Action section. Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests and Keystone exams. These rules and policies apply to the administration of both the Keystone Exams and the PSSA. All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site.

#### **WEAPONS**

"Weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, laser pointer, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. Anyone possessing a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school will be subject to the School Board Policy in force at that time. See detailed board policy located in the Appendix section of this document.

#### **USE/POSSESSION OF TOBACCO/VAPING MATERIALS**

The Canton Jr. Sr. High School is a tobacco/vape free campus. Smoking/Vaping or smokeless tobacco is not permitted anytime. Lighters are also not permitted. Please refer to the board policy located in the Appendix section of this document for details. Student use or possession of tobacco/vaping materials is not permitted and is subject to disciplinary action. See the Disciplinary Policy of this document for more details.

#### **SUBSTANCE ABUSE**

The Canton Area School District will make all its resources available to a student who will voluntarily accept assistance. The district does not, however, waive its right or obligation to impose disciplinary measures or to recommend exclusion from school if the student is involved or implicated in a drug, mood-altering substance, or alcohol incident while under school jurisdiction. Any student seeking assistance may do so in confidence from the Student Assistance Program (SAP Team), school guidance

counselor, or nurse. See the Disciplinary section and the appendix section for details regarding definitions and disciplinary action.

### **GRIEVANCE POLICY**

The Canton Area School Board and its employees will recognize the complaints and appeal procedures of individuals and groups so long as they are made in accordance with the procedures established by the Canton Area School Board. The individual student should first make the complaint known to the staff member most closely involved, or if none is identifiable, should attempt to contact the guidance counselor and resolve the issue informally and directly. The complaint may then be submitted in turn to the building Principal, the Superintendent, and finally the Board of Education. At each step beyond the first, the school authorities hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step in the complaint process.

### **STUDENT TRANSPORTATION**

Safety on the school bus is not solely the responsibility of the school administration and the bus driver. It requires the constant support and attention by pupils, parents, and school personnel. The following information is to clarify parental and pupil responsibility in contributing to the safety of the school transportation program.

The driver shall be in full charge of the school bus at all times and shall be held responsible for the orderly conduct and safety of the pupils transported. A pupil may be excluded from the bus for disciplinary reasons by the principal or his designee, and his parents shall provide transportation to and from school during the period of exclusion. Refusal to respect the authority of the school bus driver or displaying disorderly conduct shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district. Likewise, disciplinary and legal action may be taken against the student. See the Disciplinary section of this document for details.

Questions concerning the day-to-day operation of the bus should follow the following chain:

1. Bus driver
2. Contractor
3. Dean of students
4. Business manager
5. Superintendent

Additional information applying to school bus transportation may be found in School Board Policy 810 (Bus Contractors/Drivers).

### **STUDENT TRANSPORTATION TO AND FROM EVENTS**

Student participants in interscholastic athletics or co-curricular activities are expected to travel to and from events as teams. The following is the school procedure students are required to follow. There are two options:

1. Students travel to the event and from the event on transportation provided by the district.
2. Students travel to the event, and, with a note from the parent/legal guardian and signed by the principal, can be released to the parent/legal guardian in the presence of the school's coach, advisor, sponsor or administrator, to travel home.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015

by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:**

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

**Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance; in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)  
Provide school supplies and other school related materials as needed. Advocate for and support students and families through school and home visits. Set clear expectations for student behavior, attendance and academic performance. Assist students/families access with community services. Assist students/families with access to tutoring, special education, and English language learner resources. Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact CASD Homeless Liaison, Dr. Martell at 570-673-3191 or via email at [amartell@canton.k12.pa.us](mailto:amartell@canton.k12.pa.us).**

**CANTON AREA SCHOOL DISTRICT CHAIN OF COMMAND**

The Canton Area School District is committed to listening to suggestions, answering questions and addressing concerns, complaints or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call. District contacts, phone numbers and email.

<b>Concern</b>	<b>Step #1</b>	<b>Step #2</b>	<b>Step #3</b>	<b>Step #4</b>
<b>Athletics</b>	Head Coach	Athletic Director	High School Principal	Superintendent
<b>Budget</b>	Business Manager	Superintendent		
<b>Community Use of Buildings/ Athletic Fields</b>	Principal	Business Manager	Superintendent	
<b>Curriculum</b>	Teacher	Principal	Superintendent	
<b>Medical</b>	School Nurse	Principal	Superintendent	
<b>Difficulty in School</b>	Teacher	Principal/ Special Education Supervisor	Superintendent	
<b>Special Education</b>	Special Education Teacher	Principal	Superintendent	
<b>Transportation</b>	Bus Driver	Building Principal	Business Office	Superintendent

# APPENDIX

## CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts

### GENERAL INFORMATION

**I. General Objectives:** Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

### II. Specific Objectives

#### A. Interscholastic Athletics and Co-Curricular Activities at Canton High School

1. Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
2. Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
3. Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
4. Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action and respect for individual differences.
5. Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
6. Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
7. Promote the development of the self-esteem and self-realization of each participant.

#### B. Objectives for School and Student body:

1. Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
2. Interscholastic athletics and co-curricular activities should be educational.
3. Interscholastic athletics and co-curricular activities should be a means of promoting fine school morals.
4. Proper student interest should be created.
5. All visiting schools should be treated as guests.
6. The school policy should be definite, so that participants will not expect special privileges.
7. Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope. This should include as many activities as possible in order to be of benefit to more students.
8. Sportsmanship, fair play, and good school citizenship should be objectives of all participants.



C. Objectives for Community:

1. The community should realize that direction and control of school athletes and participants in interscholastic athletics and co-curricular activities, respectively, rests with school authorities.
2. Interscholastic athletic and co-curricular activities should furnish a recreational opportunity for the general public insofar as a community is willing to see that the program is conducted solely for benefit of student competition, student spectators, and/or student participation.
3. The community should judge success of the season on the number of participants and spectators, new skills acquired, and good citizenship and sportsmanship taught rather than on the number of games won or lost.
4. The community should constantly keep in mind the fact that an athletic contest and/or co-curricular activity is part of a school program.

**III. Code of Conduct for Participants in Interscholastic Athletics and Co-Curricular Activities**

- A. Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- B. Obey the specific training and practice rules of the coach, advisor, or sponsor.
- C. Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- D. Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- E. Appreciate the importance of proper rest, diet, and exercise.
- F. Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance. As related to these issues, Student Handbook rules will be followed.
- G. Participants should appear neat and well groomed at all times.
- H. Participants should not use profanity or other inappropriate language/gestures.
- I. Directly represent the coaches, advisors, sponsors, school, community, and should conduct themselves properly at all times. Student/student athletic conduct reflects on the school's reputation.
- J. Realize that officials do not lose a contest but are there for the purposes of ensuring that both teams/individuals receive a fair deal. For this, they deserve and will receive our courteous respect.
- K. Do not employ illegal tactics to gain an undeserved advantage.
- L. Work for the betterment of the school and what is right and good for their fellow students.
- M. Express a concerted interest in the well being of the opponent and the sportsmanship employed by the opposing participation.
- N. Have a good attendance record and will not skip class(es) or be truant from school.
- O. Plan their time so that they devote sufficient energy to their studies.
- P. Care for all equipment as though it were their own personal property. Any loss of or damage to issued equipment (other than normal use/wear) is the participant's responsibility. All equipment must be personally returned to a coach or an assistant, advisor, or sponsor. Equipment left in classrooms, lockers, etc. is not considered to be returned, and students will be held financially responsible for all replacement costs.
- Q. Show sportsmanship at all times and express the importance of teamwork over personal recognition.

R. Comply with the standards of this code or be subject to dismissal from the sport/activity or to other disciplinary action(s), as may be determined by the coach, advisor, sponsor, or administrator.

#### **IV. Sanctions from the Code of Conduct**

A. A student must be in good standing (academically eligible) in the school to participate in interscholastic athletics or co-curricular activities. Academic eligibility as defined by the PIAA is the standard the school subscribes to.

B. First infractions of a minor nature, continued minor infractions and major infractions should be punishable in a fair but stern manner, commensurate with the seriousness of the infraction. Suggested punishments include, but are not limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests. Student handbook rules apply at all times.

**C. A student may be declared ineligible to participate in any interscholastic, athletic, and/or co-curricular activity in which he/she represents the school in a public appearance if he/she:**

a. Has been found delinquent by the courts, found guilty (reached the age of majority) by the courts or has been put on probation by the courts.

b. Conducts himself/herself in a manner that in the opinion of school authorities, would reflect unfavorably upon students. On a case-by-case basis, students declared ineligible through item number 1 may request to be evaluated for permission to participate by a decision committee team. A request to the high school principal for evaluation to participate may be made if there is a desire to have a student participate after being declared ineligible.

E. The Pennsylvania Interscholastic Athletic Association dictates the ineligibility of any student who does not comply with the established regulations.

F. Incidents by students, which occur outside of school such as fighting or other actions, which may cause the student to be placed in the hand of civil authorities, should generally be punished by civil authorities. However, if this student's conduct is detrimental to others and that student's presence might adversely affect morale, disrupt the orderly operation of the school's activities or interfere with the discipline and government of other students, the school administration is authorized to take appropriate action.

G. Use of tobacco – in any form – is prohibited. Students who use tobacco will be referred to the appropriate coach, advisor, or sponsor for disciplinary action.

H. Students found to be possessing, consuming or using illegal drugs, controlled substances or alcoholic beverages will immediately be turned over to law enforcement and the following two scenarios will result:

1. Obtain a drug/alcohol assessment from a licensed facility at the expense of the parent/legal guardian. When the assessment is completed, a recommendation about future participation in the sport or activity will be made (favorable or unfavorable). During the time of assessment and until report is received and acted on, this student shall be suspended from all activities for the remainder of the sport season in which the infraction occurred AND the sport season that follows that season.

2. Or, failing to undergo an assessment, the student will be banned from interscholastic athletics and/or co-curricular activities for one calendar year (defined as: from the date of the infraction to the anniversary date the following school year). A student may resume participation in a sport that begins a full season after the calendar year of absence has been served.

I. Attendance by a student at an event where alcoholic beverages are provided for or consumed

by persons under the age of 21 in the absence or the presence and approval of the parents or guardians of those underage persons is a violation of training rules and is grounds for suspension from participation for a part or all of the sport or activity. Attendance by a student where illegal drugs or controlled substances are provided, used, or consumed is a violation of training rules and is grounds for suspension from participation for the duration of the athletic season during which the incident occurred. (See letter H above.).

J. The duration of each season (fall, winter, spring) shall extend until practice or participation starts for the next season.

K. The Canton Athletic/Co-Curricular Code of Conduct, along with a physical examination, will require parental/legal guardian's signatures before participation (in a practice or game/match/event/contest/activity).

L. "At school" is a term used throughout the Student Handbook. "At school" is defined as going to or coming from school, during school, or at a school-sponsored activity (nationally or internationally). It includes going to or coming from a sport or activity on school provided transportation.

#### **V. Apply the sanctions to the Code**

A STUDENT'S FAILURE TO ADHERE TO TRAINING RULES AND STANDARDS (CANTON ATHLETICS/CO-CURRICULAR CODE OF CONDUCT AND STUDENT HANDBOOK POLICIES) DESCRIBED HEREIN MAY AMOUNT TO SELF-DISQUALIFICATION FROM INTERSCHOLASTIC ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES. The head coach, coaching staff, adviser, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment in matters of enforcing the rules and must apply penalties impartially. The principal will take action on matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

#### **HAZING**

##### **(Board Policy #247)**

##### **Definitions**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. Any activity, as described above, shall be deemed a violation of this policy regardless of whether

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain  
For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

#### Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

#### Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

#### Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

#### Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

#### Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

#### Interim Measures/Policy

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

#### Referral To Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality-Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation—Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

*Safe Harbor*—An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.

*Students*—If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

*Non Student Violators/Organizational Hazing* -If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.a

*Criminal Prosecution*—Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

**ACCEPTABLE USE OF INTERNET (Board Policy No. 815)**

**PURPOSE**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**DELEGATION OF RESPONSIBILITY**

The district shall make every effort to ensure that this resource is used responsibly by students and staff. Administrators, teachers and staff have professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is.

Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks, or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of students.

## **GUIDELINES**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting personal communications in a public forum without the original author's prior consent.

## **SECURITY**

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

1. Students shall not reveal their passwords to other students.
2. Users are not to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damages to files of data belonging to others; copyright violations; and thefts of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

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

#### **COPYRIGHT**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

#### **SAFETY**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.
6. Students are to be advised that logs of their online actions may be released to State, Local and Federal Authorities as required by law.
7. All Internet activity is being monitored.

#### **Board Policy 218.1 Weapons**

##### **Purpose**

The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

##### **Definitions**

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

##### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school.



The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals With Disabilities Act and Board policy.

#### Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials and inform the student's parent/guardian.

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.

#### Guidelines

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

#### Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

### **Board Policy 222 Tobacco and Vaping Products**

#### Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

#### Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia*

#### Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

#### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

#### Reporting

*Parental Report* –The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

*Office for Safe Schools Report* -The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

*Law Enforcement Incident Report* –The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board

policies.

#### Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

#### Students with Disabilities

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

### **Board Policy 218.3 Gangs**

#### Purpose

The Board recognizes that a school campus is a place that requires appropriate rules and regulations to ensure a safe and healthy environment which is conducive to learning for all students. All persons shall be aware and knowledgeable of the conduct and expectations upon which this school district operates.

#### Authority

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited.

Under authority in the School Code, the Board will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion. School district building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.[1]

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

#### Definitions

Gang - For the purposes this policy, the term gang means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang activity - The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the school district, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the school district's educational programs. Gang activity is, therefore, strictly prohibited.

#### Guidelines

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of bodily injury or physical harm; substantially disrupting the school's education programs; and/or substantially interfering with the educational rights of other

students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Any student charged with gang activities or affiliations may be required to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before s/he will be allowed to return to the school s/he attends.

The building administrators of all school district facilities shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parents/guardians.
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parents/Guardians will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parents/guardians are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions.
  - a. Gang membership activities:
    - i. Minimum: Short-term suspension.
    - ii. Maximum: Expulsion.
  - b. Claimed gang membership for the purpose of intimidation:
    - i. Minimum: Short-term suspension.
    - ii. Maximum: Expulsion
7. Any student suspended for gang activities and/or affiliation be required, as appropriate, to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before the student will be readmitted to school upon serving the assigned disciplinary consequence.
8. Building administrators have the authority to reduce a long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations.

#### Delegation of Responsibility

The Board delegates the Superintendent or designee to promote membership in authorized school groups and activities as an alternative to students at risk.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the Superintendent will involve and inform the police in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The school district will further immediately involve parents/guardians, courts and such other agencies, as is appropriate, to abolish gang activities and promote prevention and intervention programs.

#### Constitutional Interpretation

This policy is to be interpreted and applied by the school district administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

### **Board Policy 227 Controlled Substances/Paraphernalia**

#### **Purpose**

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

#### **Definitions**

For purposes of this policy, controlled substances shall include all:

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

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

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

#### **Authority**

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

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

#### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[6]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

#### Delegation of Responsibility

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

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

#### Guidelines

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

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

#### Anabolic Steroids

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

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

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

#### Reasonable Suspicion/Testing

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

WW 8/3/22  
Bd App 8/11/22

**2022-2023**

# **Canton Area Elementary School**



# **Student Handbook**

## **Proud of Our Traditions**

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

Canton Area Elementary School does not discriminate in co-curricular activities as to students participating with mental or physical disabilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are all other students. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities

For information about your rights or grievance procedures contact the superintendent at 509 East Main Street, 570-673-3191. This handbook, published by the Canton Area Elementary School, is designed to be used as a reference throughout the year.

It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because our knowing each other is critical to the welfare of the pupils.

This handbook and other school publications are updated on a regular basis. Policies, herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.



Dear Parents and Guardians:

Welcome to the 2022-2023 school year! This handbook contains information on the policies and practices of the Canton Area Elementary School. Please read it and discuss the content with your child to ensure a smooth start to the new school year.

After reading the handbook, please sign and return the last pages in the back of this handbook. Please return it to your child's teacher to verify that you are aware of the policies and procedures by Friday, September 2.

A reminder that students who arrive **after 8:18 AM** will be marked tardy. **Walkers should not arrive before 7:55 AM**, because there will not be supervision available until that time. Breakfast is served from 7:55 – 8:20.

We look forward to working with you and your child, and we invite you to call or come in with any questions or concerns. Also, please consult the District and School websites at [www.canton.k12.pa.us](http://www.canton.k12.pa.us) throughout the school year for updated information on the district and on the individual schools.

Sincerely,

Michael Wells  
Elementary Principal

CANTON AREA BOARD OF EDUCATION  
509 EAST MAIN ST.  
CANTON, PA 17724  
(570) 673-3191

Judy Sourbeer, President  
Bill Holland, Vice President  
Ryan Allen, Treasurer  
Eric Anderson  
J. Scott May

Arica Jennings  
Dennis Sourbeer  
Gary Black  
Tom Resavage

Mr. Mark Jannone, Board of Education Secretary.....673-3191  
Brann, Williams, Caldwell & Blaney, Solicitor.....297-2192

Board of Education meetings are held the second Thursday of every month, except for the December meeting, which is held the first Thursday in December. Meetings are held in the high school library. The public is welcome.

**SCHOOL DIRECTORY**

Dr. Amy Martell, Superintendent of Schools..... 673-3191  
Mr. Mark Jannone, School Business Manager.....673-3191  
Mr. Michael Wells, Elementary Principal.....673-5196  
Mrs. Cindy Reed, School Nurse.....673-5196  
Mrs. Amy Repard, Director of Support Services..... 673-5196  
Mr. Dave Loomis, School Psychologist..... 673-5196  
Mrs. Corrin West, School Counselor .....673-5196  
Mrs. Brandie Frye, Principal's Secretary..... 673-5196  
Elementary Office Secretary .....673-5196  
Mrs. Terry Weber, Support Services Secretary ..... 673-3983  
Mrs. Asti Tillotson, Cafeteria Manager.....673-5196

**Canton Area School District  
Mission Statement**

Focus on Learning: Every child, every day, "The Warrior Way!"

**Canton Area School District  
Vision Statement**

The vision of the Canton Area School District is to instill in all students the desire to learn for a lifetime in a global society through quality instruction in skills, concepts, and experiences, which promote excellence in leadership, communication, and technology, while valuing community roots.

## TEACHERS AND STAFF

### Kindergarten

Mrs. Cynthia Mitstifer  
Mrs. Katie Parks  
Mr. Brock Kitchen

### Grade 1

Mrs. Rebecca Colton  
Ms. Wendy Route  
Mrs. Kelsey Weed  
Mrs. Robin Palmer

### Grade 2

Mrs. Talia Roupp  
Mrs. Jodi Peterson  
Mrs. Jaime Fitch

### Grade 3

Mr. Ryan VanNoy  
Mr. Joseph Hollett  
Mrs. Abby Williams  
Mrs. Trina Beers

### Grade 4

Mr. Jason Foust  
Mrs. Theresa Stimson  
Mrs. Yonna Castle

### Grade 5

Mrs. Karen Ayres  
Mr. Cody Martin  
Mrs. Jenna Boyce

### Grade 6

Mrs. Jen Edler  
Mrs. Katie Steever  
Mr. Craig Route

### Special Areas

Ms. Tammy MacWhinnie, Instrumental Music  
Mrs. Karen Mariano, Music  
New Teacher, Art  
Mrs. Ashley Pikelnick, Library  
Mrs. Jaimee Pequignot, Phys. Ed  
Mrs. Cindy Reed, School Nurse  
Ms. Corrin West, School Counselor

### Title I Staff

Mr. Jason DeLozier  
Ms. Cindy Dewey  
Mrs. Shaina Spencer  
Mrs. Theresa Jannone, Math Paraprofessional  
Mrs. Janie Segur, Reading Paraprofessional

### Special Education Staff

Mrs. Amy Repard, Director of Support Services  
Mr. Dave Loomis, School Psychologist  
Mrs. Jamie Taylor, Speech Support  
Miss Deborah Fitzwater, Learning Support  
Mrs. Shaina Spencer, Learning Support  
Mr. Devon Weed, Learning Support  
Ms. Shirley Alberts, Learning Support  
Mrs. Cindy Black, Learning Support/ Gifted Support  
Mrs. Charlene Castle, Paraprofessional  
Mrs. Samantha Wilcox, Paraprofessional  
Mrs. Joanne O'Hara, Paraprofessional  
Mrs. Danielle Henson, Paraprofessional  
Mrs. Desiree Shepard, Paraprofessional  
Mrs. Diane Palmer, Paraprofessional  
Mrs. Rebecca Hulslander, Paraprofessional  
Mrs. Rachel Stone, Paraprofessional

### Maintenance/Custodial Staff

Mr. Fred Richter  
Mr. Steve Turner  
Miss Cassi Stone

### Administrative Assistants

Mrs. Brandie Frye  
Mrs. Terry Weber

## TIME SCHEDULE

Breakfast	7:55 – 8:18
Instruction Begins	8:20
Lunches	10:55 – 1:10
Walkers Dismissed	3:13
Bus Dismissal	3:17

## I. INFORMATION REGARDING SCHOOL ATTENDANCE

- **ATTENDANCE POLICY**

**\*All students must arrive by 8:18**

Regular attendance is a prerequisite for educating the students at Canton Area Elementary School. Courses and content are planned as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in their learning; absent students cannot be taught.

Our goal is to have each student attain the most from all programs at Canton Elementary and to meet the State Standards. Being present on a regular and consistent basis is the only way that a student can begin to achieve that goal. On the other hand, poor or inconsistent attendance breaks the learning process and causes the student to fall behind. Poor attendance may also be a warning sign for other problems. Therefore, it is our aim to inform the students and parents of the general attendance procedures. Good home-school contact and following standard procedures can only benefit the student.

### The following are procedures concerning attendance/absence:

- **INTRODUCTION**

All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 18 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 18 years and older who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action. Once a student begins kindergarten, they are required to follow the compulsory attendance law.

- **School Attendance Improvement Plans**

PDE recommends that unlawful absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. Schools are a critical part of a child's support system and have a significant opportunity to assist children and families.

Therefore, Canton Elementary School will be abiding by the following PDE BEC, 24P.S. 13-1327 Compulsory Attendance and School Attendance Improvement Plan.

- (1) **First Unlawful Absence**

Parent/guardian receives a notice of unlawful absence from the school district.

- (2) **Second Unlawful Absence**

Parent/Guardian receives a second notice of unlawful absence from the school district.

- (3) **Third Unlawful Absence**

Parent/Guardian receives a notice of unlawful absence by providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

- (4) **Subsequent Unlawful Absence**

After agreeing to a SAIP, or if there is not agreement on an attendance improvement plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence may be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the SAIP or, if there is no SAIP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements and advise the parent/guardian that a citation may immediately be sent to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of

absence, but it is recommended that the school continue to call the parent/guardian to inform them of additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

(5) Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

Any child who has not attained the age of 13, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred to children and youth. The referral to the county children and youth agency may be in addition to proceedings against the parent/guardian sent to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency.

### Continued Truancy

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place. Continued truancy may also lead to decisions about retention for the student.

- **EXCUSED AND UNEXCUSED ABSENCES**

1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the student's return to school. These excuses may be sent via email to [bfrye@canton.k12.pa.us](mailto:bfrye@canton.k12.pa.us). Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian.

NOTE: Parent/legal guardian excuses are honored up to ten (one excuse for each day absent: example, miss 3 consecutive days on same note = 3 parental notes; or

b. is required to submit a legal (medical or other legal excuse as defined by Public School Attendance Law) excuse to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence.

c. is excused by the school nurse who recommends that the student returns home due to illness.

d. permission to accompany parents on educational trips may be granted if the school is notified in advance. **Please note that trip requests during the PSSA testing dates are strongly discouraged.**

2. An absence may be marked unexcused if:

a. a student does not return appropriate documentation to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence.

b. the number of parental/legal guardian excuses of record exceeds 10 and a medical or other legal excuse as defined by Public School Attendance Law is not submitted to the Attendance Officer.

- **UNEXCUSED AND ILLEGAL ABSENCES**

1. An excuse is unacceptable according to the Public-School Attendance Laws making the absence unexcused and/or illegal by:

a. **student does not return excuse to the office within (3) days of a student's return to school.**

b. excuse is unacceptable to Public School Attendance Laws.

c. absence is due to missing the bus, visiting a parent who doesn't live in the household, going to work with a parent (except for the annual "Take Your Child to Work" day with prior approval), visiting a relative, shopping, hairdresser appointment, hunting, fishing, staying home to care for parents or siblings, and skipping school.

2. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public-School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.

3. Students missing more than:

a. Three (3) school days (not documented by medical/legal excuses or parental excuses) will be reviewed by administration and may be referred to legal authorities.

The following is a chart indicating how arrival and departure times at school will be handled as it pertains to school attendance

Arrival Before 11:40 am	Tardy
Arrival After 11:40 am	½ Day Absent
Depart Before 11:40 am	Full Day Absent
Depart After 11:40 am and Before 1:00 pm	½ Day Absent
Depart After 1:00 pm	Mid-Day

- **ARRIVAL TIME**

Students **should not be at school before 7:55 AM** as this is the earliest time that there is supervision for students. Parents are asked to make every effort to ensure that students do not arrive before 7:55 AM.

- **ARRIVING LATE AND LEAVING EARLY**

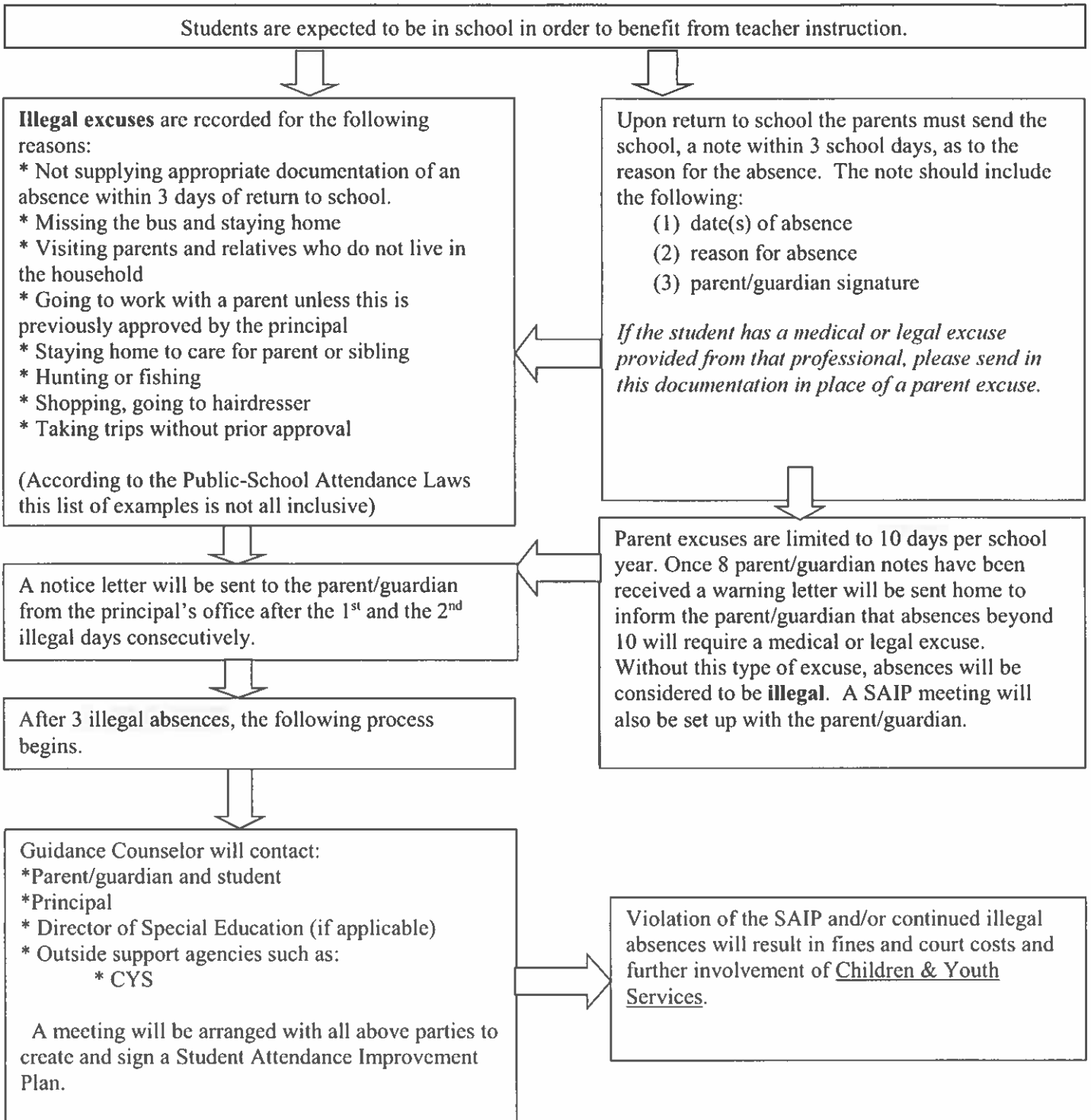
When a student arrives late for school, he/she must be signed in by a parent or guardian at the office before going to the classroom area. A note from the parent stating the reason for tardiness should be presented to the secretary upon signing in. A student leaving school early is required to be signed out by a parent or guardian.

- **TARDINESS**

It is important that all students arrive at school on time. This promotes responsible behavior. Students who are consistently late for school (**after 8:18 am**) miss important academic opportunities. Students arriving late should be signed in by the parent or guardian stating the reason for lateness. Please have your child to school on time. Habitual tardiness will require a parent meeting and a plan to eliminate tardiness.

# CANTON AREA ELEMENTARY SCHOOL

## Process to Improve Attendance



\*\* Informational handout about attendance



## II. INFORMATION REGARDING SCHOOL PREPARATION/PROCEDURES

- **BACKPACKS**

Parents are requested to provide their child with a backpack. No dangling key chains, ropes, strings, stuffed animals, etc. are to be attached to the outside of the backpack or book bag. Anything that has the potential of hitting someone when the backpack/bag is in motion may not be attached to it. These items will not be permitted on the district's transportation vehicles due to the safety hazard they pose.

- **Food Brought in for Students/ School Parties**

All food that is brought into the school, to be distributed to students, must be store-bought with the ingredients listed on the item. Homemade items can't be brought into school to be distributed to students. This creates an unsafe situation for many of our students. Store-bought items are permissible to be brought into the school for students' birthdays, parties, and special events.

- **BIKES/SCOOTERS**

Children have the right to ride their bicycles to school, provided they ride safely and cautiously on all streets. They should park them in the bike racks located behind the high school when entering the school grounds. Bike riders are to leave when the walkers leave.

\*\*\*NOTE: State law requires that all bike riders under the age of 12 wear helmets.

Students may ride scooters to school. They must stop riding them at the bike rack. Students must leave scooters at the bike rack.

- **HOMEWORK**

Homework is used to practice and reinforce skills and facts taught in the classroom. Homework can improve the academic performance of the students. It is the responsibility of the teacher to ensure that the students have the skills to complete the assignment, understand how the assignment is to be completed, when the assignment is due, and how the assignment will be evaluated. It is the responsibility of the student to complete his/her assignment to the best of his/her ability in a legible manner and hand it in when it is due. It is the responsibility of the parent(s) to provide time and a proper setting for the students to complete assignments. Homework, completed on a regular basis, can help the students be successful in school.

- **EMERGENCY DRILLS**

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked accordingly to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently. Make certain students follow all teacher directions. Once outside the building, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

- **DISMISSAL/BUS CHANGES**

To ensure that students are picked up by an authorized person, if other than the parent, please contact the school to let us know ahead of time. When there is a legitimate reason to pick up a child during the school day or when there is a bus change, parents are asked to write a note and send it to school that morning with the child. If parents want a friend, relative, or baby-sitter to pick up the child, the school must be notified in advance. The designated person may come to the office and present identification to the office staff.

If you are e-mailing information about a bus change or other important information regarding your child that needs to be addressed that day, please be sure to e-mail the information to the secretary **and** teacher, in the event that one of the recipients might be absent that day.

In an emergency, arrangements can be made over the telephone.

We will appreciate your cooperation in this matter. Without advanced notice, it causes undue delays, unnecessary phone calls, etc. to determine if the child should be allowed to leave school.

- **ARRIVAL/DISMISSAL**

Parents may drop off/pick up students at the playground parking lot located near the gymnasium entrance, walk students to/from school, or allow students to walk independently if they are not transported by bus. Parents on the premises during arrival/dismissal are asked to keep vehicles in these designated areas. While on school grounds, dogs or other pets are not permitted as a safety precaution.

- **FAMILY TRIPS**

Students may be legally excused from school for educational family trips, *if* the school's absence request form is submitted by the parent or guardian and approved by the principal **prior** to the trip indicating:

1. the dates of the trip
2. the destination of the trip
3. that adult supervision will be provided
4. the educational value of the trip

After receiving approval to be excused from school for the trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student's responsibility to complete all assignments and present them to the teachers the day the student returns to classes.

\* A trip form may be obtained by accessing the district webpage, selecting the parent tab, and clicking on parent information. Scrolling down below parent information you can click on the Family Trip form. A total maximum of 5 days is permitted for excused educational trips.

**Prior approval must also be granted for the annual "Take Your Child to Work Day" for students to be given a legal absence.**

***\*\*Please note that trips are strongly discouraged during the PSSA testing dates. Those dates are as follows:***

***April 24-April 28— English Language Arts grades 3-6***

***May 1-May 5— Math Grades 3-6, Science Grade 4***

***May 8-May 12- Make-Ups***

- **FIELD TRIPS**

Field trips are taken by various grade levels and special classes. These serve as culminating activities for specific units which have been taught, as additional learning experiences, or as a reward for attaining a specific goal. Please note, field trips are a privilege earned by the student.

Prior to the actual trip, the students will bring home an instruction paper explaining the field trip guidelines, schedule, fees, etc. Along with these instructions, will be a permission slip asking the parents to allow the child to take part in the field trip experience. To grant permission for the child to be involved in the field trip, the parents or guardians must sign the permission and return it to the child's teacher. If the parent decides to not let the child participate in the field trip, the child's teacher must also be notified. Before the trip, the parents should also notify the teacher of other special instructions concerning the child, such as administering medications, proneness to motion sickness, preferential seating on the bus, etc.

Often the child is asked to bring in money to help pay for the cost of the field trip. This money is usually due to the child's teacher a week before the actual trip. Parents may send cash or check payable to Canton Elementary School.

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of CASD. Parent Chaperones will assist monitoring of small groups of children the day of the trip. It is the chaperone's responsibility to point out places of interest, answer questions, instruct, discipline, and guide the specified group throughout the field trip. Parents interested in becoming chaperones should notify the child's teacher several weeks before the field trip. The teachers will then select the chaperones from the list of interested parents, notify the parents, and give them a list of responsibilities and guidelines for the field trip. All chaperones need to submit all required paperwork and be approved as a volunteer by the Board of Education. Most of the field trips taken during the school year are within the regular school hours. It will be the responsibility of the parents to deliver the child to the school on time and pick up the child when the bus returns to the school if the departure and return times are outside of the regular school day.

For the child to receive the most benefit from the field trip experience, it is necessary that he or she obtain a restful sleep the night before the trip. It is also necessary for the child to be clean, well-groomed, well-behaved, mannerly, and appropriately dressed for the trip. On the day of the trip, the child should bring with him or her any necessary items which were specified in the instructions previously sent home.

When on field trips, one of the goals is to have each and every student represent Canton Elementary School in the best possible manner. Another goal is to have each, and every student have a rewarding learning experience. If all the field trip guidelines are followed, these goals will be met.

## **IMMUNIZATION**

- Pennsylvania School Law requires all Elementary Students have a certificate of immunization or record of immunization against the following:
- A minimum of 4 properly spaced tetanus, diphtheria and pertussis, and 1Tdap (tetanus, diphtheria, acellular pertussis)
- A minimum of 4 properly spaced poliomyelitis
- 2 properly spaced measles, mumps, rubella
- 3 properly spaced Hepatitis B
- 2 varicella-vaccination or chicken pox immunity

The original immunization record will be mailed to the school when a student transfers to another school district in Pennsylvania. Questions regarding immunization should be directed to the school nurse.

- **INSURANCE**

Student Accident Insurance will be made available to students at the beginning of each school year.

- **LIBRARY**

Students are able to choose library books during their scheduled library time.

We encourage parents to take their children to the community libraries for books and materials. Some books for pleasure reading will be available in classroom areas. Students will be charged for books that are not returned, and report cards will be held for fees that are not paid.

- **LOST AND FOUND**

Please label your child's belongings – clothing, book bags, boots, hats, and other personal items. The lost and found department is located in the lobby. Children are encouraged to check there if an item is lost. Parents may check the lost and found box at any time, and articles will be displayed in the lobby during parent/teacher conferences.

- **MEDICATION**

The Canton School Policy for administration of medication during school hours, states that a written request from a parent/legal guardian and physician is required to administer medication in school. Medication to be given on a daily basis throughout the school year must have a form or prescription signed by the physician authorizing the school nurse to administer it in addition to parental consent. Forms are available in the health office. Any changes in dosage or type of medication during the school year should also be accompanied by a new prescription or note from the physician. If a child needs to carry his medication on his person for medical reasons, a note from the doctor is necessary.

**PRESCRIPTION AND OVER-THE-COUNTER MEDICATION MUST BE SENT TO SCHOOL IN ORIGINAL BOTTLE OR BOX** labeled either by the pharmacist or drug manufacturer. The school nurse **WILL NOT ADMINISTER UNLABELED PILLS SENT TO SCHOOL IN PLASTIC BAGS**. Medication must be brought to the health office upon the student's arrival at school and will be returned at the end of the day. Medication should not be stored in the classroom for student safety. **ALL OVER THE COUNTER MEDICATIONS REQUIRE A DOCTOR'S ORDER TO BE ADMINISTERED.**

- **PHYSICAL EDUCATION**

Parents are requested to make sure that children wear attire suitable for gym class on their scheduled gym days. Appropriate clothing for gym day would be pants that are easy to move in, a shirt that fits well, and, of course, sneakers. Dresses, dress shoes, or hiking boots are not appropriate articles for gym day. Quite often, students are unable to participate in an activity. It is required for students to wear sneakers or gym shoes so that we do not ruin the gym floor. Coming to physical education class in appropriate attire will be a factor in a student's grade for physical education class.

- **REPORT CARDS AND CONFERENCES**

Reporting student progress will be done mostly through progress reports, report cards, and conferences. Special reports or conferences may be held at such times as the teacher feels necessary. Parents are encouraged to review their student's papers and contact the teacher if they have any concerns. Report cards will be issued every nine weeks. Conferences for all children will be held after the first nine-week marking period.

Parents may also create an internet login to be able to see student grades, progress reports, and report cards. Please see the school website to request an access account. Accounts are only available to parents or legal guardians of the student.

- **PTA**

The Parent-Teacher Association (PTA) of Canton Area Elementary School is an active organization of parents, teachers, grandparents, and community members working together for the benefit of each child. The PTA aids the school district, by helping to sponsor field trips and assemblies, help with Kindergarten Registration, and sponsor the Science Fair and Art Show. Numerous other projects have also been supported by the PTA. The organization is always welcoming new members. Help enhance your child's education by joining this dedicated group.

- **PARENT AND SCHOOL COMMUNICATIONS**

The school will be communicating with parents in a variety of ways throughout the school year. A menu letter will be sent home each month with your child. The menu letter includes a listing of the meals for the month, and on the opposite side, other activities for the month are presented. Some of the classroom teachers send home monthly newsletters to keep you informed of what is being covered in the classroom with suggestions on how you might help your child.

Parent-teacher conferences are held in the fall. Parents are also encouraged to set up additional conferences as they deem necessary.

All teachers have a school e-mail address which may be used for communication with parents.

The Canton Area School District and individual buildings have a website at [www.canton.k12.pa.us](http://www.canton.k12.pa.us). Please check both the district and building sites for valuable information and announcements.

Look for and utilize these methods of communication between home and school to help your child succeed in school and to assure him/her that we are all working together.

### Canton Area School District Chain of Command

The Canton Area School District is committed to listening to suggestions, answering questions, and addressing concerns, complaints, or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call.

Concern	Step #1	Step #2	Step #3	Step #4
<b>Athletics</b>	Head Coach	Athletic Director	High School Principal	Superintendent
<b>Budget</b>	Business Manager	Superintendent		
<b>Community Use of Buildings/Athletic Fields</b>	Principal	Business Manager	Superintendent	
<b>Curriculum</b>	Teacher	Principal	Superintendent	
<b>Medical</b>	School Nurse	Principal	Superintendent	
<b>Difficulty in School</b>	Teacher	Principal/Director of Support Services	Superintendent	
<b>Special Education</b>	Special Education Teacher	Principal/Director of Support Services	Superintendent	
<b>Transportation</b>	Bus Driver	Building Principal	Business Office	Superintendent

**Note:** In any of the above instances, should you not agree with a decision or have further concerns about a district decision, feel free to contact your school board representative for further discussion.

- **STUDENT PLACEMENT**

Students are assigned to classes for the new school year by the principal with the input from the teachers who have taught the students throughout the school year. Many factors are considered, and there are often individual needs that must be taken into account. Therefore, we ask that parents not make requests for specific teachers. If there are circumstances or situations that should be taken into account when scheduling a child, please notify your child's current teacher or the principal before the school year is over of any teachers who may not be a good fit for a certain student.

### **III. INFORMATION ON SCHOOL PROGRAMS**

- **BREAKFAST/LUNCH PROGRAM**

All students in Canton Area School District are eligible to receive Free Breakfast and Free Lunch. For students who choose to bring their own lunch, milk is available to purchase for 45 cents.

- **TITLE I SERVICES**

The Canton Elementary School has a school wide Title I program. Schools are eligible to have a school wide program if they meet the requirements of at least 40% low income. A school wide project gives the school more flexibility in the use of funds and in helping all students regardless of whether or not they meet Title I qualifications. Students who are determined to be in need of extra support in Reading or Math will receive help through the Title I program. Determination is made through a variety of assessments that are given to all students. Students receive extra support from Title I staff in a small group setting and/or a co-teaching situation. There will be a meeting in the spring to gather input from parents and guardians on how to improve our Title I program. All programs and Title I sponsored events are open to all parents.

- **COUNSELING/GUIDANCE SERVICES**

Parents and guardians are encouraged to contact the elementary guidance counselor to discuss any concerns they might have about their school age children. Short-term counseling is provided at school to help students through crisis situations that may arise, such as the death of a loved one, a separation/divorce, or anxiety about coming to school. The guidance counselor will assist the parent in finding further counseling support if the student appears to require help beyond what the school can realistically provide. The guidance counselor goes into each classroom periodically so that the students can see her as a familiar person whom they can contact to talk about things that are bothering them at school or at home. The guidance counselor is also a consultant to parents, teachers, and administrators.

- **CHORUS AND BAND**

Students in grades four, five and six may participate in chorus. The chorus practices once a week and students perform in winter and spring concerts, and in other concerts as scheduled. In fifth grade students may select a band instrument for weekly lessons and participate in the 5<sup>th</sup> and 6<sup>th</sup> grade band.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth, and families are identified through coordinated activities with other entities.

## **DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:**

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

### **Residency and Educational Rights:**

**Students who are in temporary, inadequate, and homeless living situations have the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

### **When a student is identified as being McKinney-Vento eligible, staff will:**

Assist with enrollment, monitor school attendance, and arrange transportation

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance, and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact the LEA Homeless Liaison, Mr. Mark Jannone, at 570-673-3191.**

## **IV. INFORMATION ON STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the education program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulation of this district.

### **• STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the student to:
  - a. Be aware of all rules and regulations for the student behavior and conduct themselves in accordance with them.
  - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
  - c. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause disruption to the educational process.
  - d. Assume that until a rule is waived, altered, or repealed, it is in full effect.

- e. Assist the school staff in operating a safe school for all students enrolled therein.
- f. Be aware of and comply with state and local laws.
- g. Exercise proper care when using public facilities and equipment.
- h. Attend school daily, except when excused, and be on time for all classes and other school functions.
- i. Make all necessary arrangements for making up work when absent from school.
- j. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local authorities.
- k. Avoid inaccuracies in student newspapers or publications and refrain from the use of indecent and obscene language.
- l. Report bullying or peer mistreatment immediately to a staff member/teacher.

- **BUS CONDUCT**

The Canton Area School District has taken proactive measures to improve student safety on our transportation system. Our goal is to prevent misbehavior on our buses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the district has installed video/audio surveillance systems in all district buses. We want parents and students to be aware that these systems are capable of recording **both audio and video**. The recordings may be used by administrators to monitor and address student misbehavior, driver performance, and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the district website, specifically Board Policy 816.1. Information or questions concerning transportation should be directed to Mark Jannone, Business Manager at 673-3191. The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the principal, and parents shall provide transportation to and from school during the period of such exclusion.

Bus Rules:

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver. His or her first concern is your safety.
3. Be at your stop five minutes ahead of time.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line.
6. Stay clear of the bus until it comes to a complete stop.
7. Let smaller children board first.
8. Your bus driver has a schedule to keep. If you are not at the bus stop, they can't wait for you.
9. Always use the handrail.
10. Go up the steps one at a time.
11. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.
12. Place books or parcels on your lap. Keep aisle clear.
13. Avoid loud talking and confusion which might distract your driver.
14. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains.
15. Ask driver for permission before opening windows.
16. Keep arms and head inside the bus.
17. Throwing objects inside or out of the bus could cause an accident.
18. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
19. The bus is not a playground. Save wrestling and horseplay for another time.
20. Don't smoke or chew tobacco.
21. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
22. Help your driver to keep the bus clean and in good shape. Don't eat on the bus, write on the seat backs, or throw things on the floor.
23. Balloons are not permitted on the bus.
24. Do not bring large items or glass containers on the bus.
25. No taking pictures or recording video allowed on the bus.
26. After you leave the bus go directly to your assigned place or home.
27. You must bring a note from your parents for the school administration anytime you are to get off the bus at a stop other than your own. The note must be signed by the principal.

28. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

**Walkers:**

- Follow all safety rules for walking to school.
- Stay on sidewalks only.
- Obey all crossing guards.
- Leave schools grounds immediately after dismissal.

**Use of telephone:**

Students will only be allowed to use the telephone for **important** calls to home. They may use the phone at the secretaries' desks only. Please limit to emergency calls only. (See cell phone policy.)

**Visitors:**

Students should not bring friends or younger family members to school as guests or visitors.

- **DRESS CODE**

It is the policy of the school to encourage students to be neat and clean in both dress and personal appearance. Wearing apparel must not hinder a student from doing his/her work nor may the apparel cause a safety hazard, class distraction, or offend the acceptable standards that can be reasonably expected by the community. Everyone entering the building during school hours will be expected to follow the dress code.

1. Sleeveless shirts, spaghetti straps, and shirts that reveal the midriff or stomach will not be permitted.
2. Shoes are to be worn at all times due to health a safety reasons. Flip flops are not permitted because they are a safety hazard on the playground.
3. Any clothing that is worn in a way that reveals undergarments are not permitted.
4. Chains (wallet chains, chains worn around the neck, wrist, ankle, etc.) of any significance are not permitted at school.
5. Shorts may be worn year-round at the discretion of the parent and the student. All shorts, skirts, dresses, etc. need to be mid-thigh length. Any clothing shorter than this is not permitted.
6. Outdoor clothing is not permitted in school. This includes but is not limited to, hats, coats, gloves, mittens, sunglasses, and hoods.
7. All apparel worn at school will be free of vulgar, obscene, profane, or suggestive letting/wording. Any apparel which advertises or promotes drugs, smoking, vaping, or alcohol is not permitted at school.

- **Technology Use**

Students will use technology in our classrooms throughout the school year. In most instances students will be assigned a Chromebook to use and will be expected to follow the following rules.

1. Carry the Chromebook with 2 hands with the Chromebook shut.
2. Make sure that hands are clean when using the Chromebook.
3. Students should never share their passwords nor use another person's Chromebook unless instructed to by a teacher.
4. Students should only be using Chromebooks when instructed to do so by the teacher.
5. Students should not be installing add-ons or personalizing Chromebooks with backgrounds, pointers, or themes.
6. Chromebooks should be used on a flat surface, and nothing should ever be stacked on top of it.
7. Students will be held responsible for Chromebooks that they damage due to negligence.



## PBIS

This school year Canton Area Elementary School will be continuing its PBIS (Positive Behavior Interventions and Supports) Program. We will have school rules that will be expected to be followed by all students (listed below) and track behavior infractions. Students will be expected to follow the school rules at all times. When they are following these expectations, they will have the opportunity to earn rewards that will hopefully help to continually promote positive behavior within the school. If students are not following the school behavior expectations an ODR (Office Discipline Referral) may be issued. This may be a minor or major infraction. Both will be noted on the forms shown below and be sent home to the parent. This has been an exciting program for students that will be continued to be improved upon.

- **GENERAL SCHOOL RULES**

Chiefs	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus
<u>Act</u> Respectfully	Raise your hand when expected  Use appropriate language, kind words and actions  Keep work area clean	Keep hallways clean  Keep hands by your sides  Follow zone expectations	Use an appropriate voice  Use table manners  Say please and thank you	Use appropriate language  Respect privacy  Respect school property  Flush the toilet  Use kind words	Share  Take Turns	Keeps hands and feet to yourself  Use a quiet voice  Use kind words
<u>Are Engaged</u>	Bring materials to class  Give it your best  Participate  Complete assigned tasks on time	Go straight to your locations  Keep up with your class  Follow all directions given by adults	Use utensils to eat when necessary  Try new foods	Use time wisely  Return to class as soon as possible	Include others  Be a problem solver	Listen closely to directions
<u>Stay Safe</u>	Keep hands, feet, and other objects to yourself  Sit and move around the room appropriately  Follow directions	Keep hands, feet, and other objects to yourself  Keep your focus by facing forward  When in line walk in single file  Stay on the right side of the hallway	Keep legs and feet under the table  Keep hands close to your own tray  Ask permission to leave your seat  Follow directions	Keep area clean  Wait patiently for your turn  Use soap and water to wash your hands  Report safety concerns	Follow the equipment rules  Listen for the whistle	Stay seated  Face forward

**\*\*Minor ODR Example**

**\*\* Major ODR Example**

## PBIS Tier II

Some students may need more intense help when acquiring expected behaviors at school. We have established a PBIS Tier II team to help with this process. We have a process in place to identify students who need more supports and have developed some supports to help meet these students' needs.

### Advanced Tiers Nomination Process

***\*Prior to nominating students to the Advanced Tiers Team, classroom teacher(s) should initiate parent contact to discuss behavioral and/or academic concerns. Advanced Tiers Support is for students when classroom interventions and Tier 1 supports are not having a positive effect on student behavior and/or progress.***

Students to Nominate for Advanced Tiers Support:

- Students who have trouble staying on task and/or are disruptive in class, making it difficult for them and other students to learn
- Students who need motivation and support in completing their work and/or display problem behaviors throughout the day
- Students with frequent reprimands from teacher and office referrals (ODRs)
- Students who seek peer and adult attention
- Students who would benefit from organizational support
- Students with school avoidance issues (i.e., anxiety, attendance)
- Students who are not making progress/are not successful with Tier 1 interventions and support

Nomination Process:

1. Classroom teacher will complete the Advanced Tiers Nomination Form
2. Copy and attach any behavioral documentation/additional information to the Nomination Form.
3. Return completed forms to Guidance Counselor
4. Advanced Tiers Coordinator will set up a meeting with the team to review data and determine which intervention is appropriate.
5. Coordinator or AT team member will contact the teacher with the team's decision.
6. If student is accepted into an Advanced Tiers intervention, coordinator will follow up with all necessary paperwork and parent consent forms.
7. Implement intervention *with fidelity* for the required time frame.

### Brief Description of Interventions

#### CHECK-IN CHECK-OUT (CICO)

Check In-Check Out is an intervention program designed to provide increased daily positive support and monitoring of student behaviors. This system provides immediate feedback to students throughout the day. The data is reviewed by the Tier 2 team biweekly and decisions on increasing goals are based on data. This program should require no more than 10 minutes per teacher per day.

Basic features of the Check In-Check Out program include:

- Check-in and check-out with an adult at school that is not the regular teacher
- Regular feedback and reinforcement from teachers
- Positive family component (parents sign the behavior sheet each night)
- Daily performance data used to evaluate progress
  - This data can be narrowed down to look at specific time periods and settings.
- Goal setting for the students

## **MENTORING**

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified behavior issues and/or work on identified organizational issues, routine oriented issues, friendship problems, or choice making concerns that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Mentoring intervention:

- Provides students with a personal connection
- Mentors provide support, encouragement, builds relationships
- Mentor checks in with students daily
- Communication with parents on a weekly basis

## **SOCIAL GROUPS**

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified social, emotional, or academic issues that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Social Groups intervention:

- Small groups with students close in age
- Focus on specific social skill
- Four-to-six-week time frame, ideally meeting once per week
- Requires frequent communication between social group facilitator and classroom teacher(s) to ensure fidelity with implementation in traditional settings
- Examples of topics: impulse control, positive decision making, building positive friendships

## **ATTENDANCE**

An intervention designed to provide an additional incentive to increase student motivation to attend school regularly.

Basic features of Attendance Intervention:

- Targeted for students that are identified as being at risk for chronic absenteeism
- Check-In System with milestones, based on days present. For example, after 5 check-ins, they could receive one incentive. Gradual increase of expectations for days Present

## COMPUTER HEADPHONES

Each student will be issued a set of headphones to wear while on the computer. The headphones will be worn only by that student and will be stored in a sealed bag. All students must take care of their set of headphones. Any student caught vandalizing the headphones must pay for a new set (\$10.00). Students who vandalize computers or keyboards will be responsible for repairs or replacement.

## V. INFORMATION ON SCHOOL POLICIES

### • CELL PHONE POLICY

Students are discouraged from bringing cell phones to school. However, if cell phones need to be brought to school, here are the expectations:

1. Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM-3:17 PM.
2. Phones are to be turned off and placed in lockers during this time.
3. The following consequences will happen should students be found with cell phones between the hours of 8:18 AM-3:17 PM:
  - 1<sup>st</sup> Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the student at the end of the school day.
  - 2<sup>nd</sup> Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the parent/guardian who comes to the office to pick it up.
  - 3<sup>rd</sup> Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned.

It is expected that when a student is found with a cell phone, full cooperation is displayed to the staff member requesting the phone from the student.

\*\*\*Note on **electronic devices** (a-pods, hand-held game devices, etc.) The school is not responsible if they are lost or stolen. They will be treated the same as cell phones if they are used inappropriately in school.

### • DRUG AND ALCOHOL POLICY

The Canton Area School District will make all its resources available to a student who will voluntarily accept assistance. The district does not, however, waive its right or obligation to impose disciplinary measures or to recommend exclusion from school if the student is involved or implicated in a drug, mood-altering substance, or alcohol incident while under school jurisdiction.

Any student seeking assistance may do so in confidence from the Student Assistance Program (SAP Team), school guidance counselor, or nurse.

#### 1. PURPOSE

The Canton Area School District recognizes that the use and trafficking of drugs, mood-altering substances, and alcohol is a real and present danger to young people. The district accepts the fact that neither the cause nor the solution is entirely within the control or jurisdiction of the school district. It therefore encourages and expects cooperative efforts from all segments of the community which includes, but is not limited to, the churches, the medical and social welfare professions, parents, and the citizenry at large.

#### 2. STATEMENT

The Canton Area School District feels that student drug, alcohol, and mood-altering substance use is **TOTALLY UNACCEPTABLE**. The district will work to **EDUCATE**, **PREVENT**, and **INTERVENE** in the use and abuse of these substances by its students. The staff will provide this comprehensive program through a multifaceted approach:

1. The school district will provide an integrated drug and alcohol education program in grades K-12. This program will be multi-disciplinary and structured to the grade level of the students, using appropriate instructional materials and community resources.
2. The school district will provide a Student Assistance Program (SAP Team). This team includes teachers, counselors, administrators, and the nurse. The SAP Team has been trained to understand and intervene with adolescent drug, alcohol, tobacco, mood-altering substance abuse.
3. The district will provide a consistent administrative and faculty effort which will include rehabilitative and disciplinary procedures.
4. The school district will use available community support systems and resources.
5. The school district will support a chapter of SADD (Students Against Destructive Decisions).
6. To parents and students: compliance with the standards of the drug and alcohol policy/program is mandatory.

### 3. DEFINITIONS

**ALCOHOL AND OTHER DRUGS:** Includes but is not limited to alcoholic beverages, anabolic steroids, any volatile solvents or inhalants, prescription, or over-the-counter drugs (except those for which permission for use in school has been granted pursuant to board policy), look-alike drugs, or any dangerous controlled substance controlled by law.

**LOOK-ALIKE DRUGS:** Substances manufactured or designed to resemble any form of alcohol or other drugs, narcotics, or other health-endangering compounds.

**DRUG PARAPHERNALIA:** Includes all equipment, products and materials of any kind which are used, intended, or designed for use of alcohol or other drugs. These are in addition to all items as defined as drug paraphernalia in Section 102 of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-102 as amended.

**POSSESSION:** The act of holding alcohol and/or other drugs on one's person or among one's possessions or under one's control.

**DISTRIBUTION:** To deliver, sell, pass, share or give to another person, or to assist in the distribution of any alcohol or other drug; actual, constructive, or attempted transfer from one person to another of any form of alcohol or other drugs.

### 4. GUIDELINES

#### SEARCHES

1. School district administrators and building principals or designees have the right to search a student's person and/or personal effects (backpacks, pockets, books, etc.), lockers and vehicles. This can occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials. School authorities may seize any prohibited materials.

2. With authorization of administration or a designee, a dog, trained for the purpose of detecting the presence of illegal substances, under the supervision of a qualified and authorized trainer, may be used for an inspection on or within school property to detect the presence of illegal, unauthorized, or contraband materials.

3. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

The school district desires to deter students from the use of drugs or trafficking in drugs. Therefore, possession, consumption, and/or distribution of alcohol and/or other drugs or drug paraphernalia during school hours or at any school activity is strictly prohibited.

In addition to school buildings, this restriction extends to school busses, school grounds, field trips sponsored by the school, or any activity related to the school or for which the school is responsible.

#### • INTERVENTION PROCEDURES

1. A student while under the school's jurisdiction, who is found to possess or be involved in the distribution of an object or substance suspected of being alcohol or another drug, shall be subject to the following course of action:

a. The student's parents or legal guardians shall be contacted by the building administration or designee and requested to come to the school.

b. Where reasonable suspicion exists, a search shall be made of the student's person, personal property, locker(s) and/or motor vehicles (if on school property).

c. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.

d. Disciplinary procedures will be implemented as set forth in the following section (See "DISCIPLINARY PROCEDURES").

2. A student, while under the school's jurisdiction, who is suspected to be under the influence of alcohol or another drug, shall be subject to the following course of action:

a. student will be isolated from other students.

b. When it is deemed that a medical emergency situation exists, the student shall be taken immediately via ambulance to the nearest medical facility. Parents or legal guardians will be notified of the emergency.

c. If it is deemed that a medical emergency does not exist, then the parents or legal guardians shall be contacted immediately by the building administration or designee and the student shall be removed from the school.

- **DISCIPLINARY PROCEDURES**

The following disciplinary actions will be followed for admitted use or possession, proven use or possession, sale or distribution of alcohol or other drugs:

**First Offense**

5 days out-of-school suspension followed by 5 days of in-school suspension  
 Required attendance and completion of an alcohol and other drug evaluation defined by the SAP team and offered by the school district within 10 days of the initial suspension. Non-compliance will result in an additional 10-day suspension. Police will be notified, and applicable charges filed.

A conference with parents or legal guardians and building administration will be held before the student will be admitted to regular classes.

**Second/Subsequent Offenses**

10 days out-of-school suspension. Police will be notified, and applicable charges filed.

A student must have an evaluation by a drug and alcohol agency. Proof of this evaluation must be presented in order to return to school. The recommendations of the evaluation must be followed. Failure to follow and complete the recommendations will result in a recommendation for expulsion to the superintendent.

**Selling or distributing alcohol or other drugs on school property or school transportation will result in immediate suspension and referral to the superintendent for expulsion.**

- **DETENTION**

Detention will be held as needed in a designated classroom area from dismissal time until 4:20 P.M. A parent, or a person designated by the parent, will be expected to pick up the child at school at 4:20 P.M. Parents/guardians of students who are expected to serve a detention will be contacted by the principal or teacher.

- **PSSA TESTING POLICIES**

In addition to teacher made tests, other forms of assessment will be used at various grade levels. Students in grades 3, 4, 5 and 6 will take the Pennsylvania System of School Assessment (PSSA) in English Language Arts and Math. The PSSA Science test will also be administered to grade 4. Additional assessments including DIBELS, and CDTs will also be taken by students during the school year. Please note the following State mandated testing schedule for the PSSA and **do not plan family trips during this period:**

***April 24-April 28— English Language Arts grades 3-6***  
***May 1-May 5— Math grades 3-6 and Science Grade 4***  
***May 8-May 12 – Make-Ups***

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests. These rules and policies apply to the administration of the PSSA.

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Thus, school districts and schools should do the following:

- \* Inform parents and students before testing that cell phones are not allowed during the test administration.
- \* Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score.
- \* Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;
- \* Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised



- **VISITORS POLICY**

All visitors must first report to the Main Office and sign in. Upon signing in, a visitor's pass will be issued. This pass must be worn at all times. Anyone wishing to visit classes must get permission from the elementary principal.

Doors will be locked at all times, and visitors must register with the secretary before entering the school.

Kindergarten parents may walk their child to class the first day only.

Visitors are limited to pre-designated areas in the building and may not visit other areas beyond those requested at entry. Classroom visits must be pre-arranged. Visitors who are not approved volunteers will be escorted by a staff member or approved volunteer at all times.

- **WEAPONS (Policy # 218.1)**

1. Purpose                    The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.
2. Definitions  
SC 1301-A,  
1372.2                    **Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.  
**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.
3. Authority  
SC 1317.2  
Pol. 218                    The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school.  
  
SC 1317.2  
Pol. 233                    The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.  
  
20 U.S.C.  
Sec. 1400 et seq  
Pol. 113.1                    In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals with Disabilities Act and Board policy.

\*\*\*Please note, if a child unintentionally brings a contraband item to school and reports it immediately to a teacher or the principal, the principal has the ability to waive consequences.

- **USE OF TOBACCO POLICY**

"USE OF TOBACCO" is an established health hazard. The Canton Area Schools are a tobacco free campus. Smoking/smokeless tobacco is not permitted anytime. Student use of tobacco presents a health risk for those students with respiratory problems, a clear and present danger of fire/safety to all who must live and work in the building and a sanitary/custodial problem.

- **RETENTION POLICY**

At the elementary level, retention is an individual matter which depends on scholastic, developmental, health, and attendance factors. Teachers will notify parents of the possibility of retention as soon as it becomes apparent. A final decision regarding retention will be made by May 30 following a conference between the teachers, parents, and principal.

- **STUDENT/SUBSTITUTE TEACHERS**

Student teachers and substitute teachers are to be recognized as having the same authority as a regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff. It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

- **HAZING**

Hazing occurs when a person intentionally, for the purpose of initiating, for the purpose of continuing or enhancing membership or status in an organization, cause, coerces, or forces a student to do any of the following: violate law, consume any food or drink that

could cause harm, endure brutality of a physical, mental, or sexual nature, or endure any activity that could cause bodily injury. The school board prohibits hazing in connection with any student activity on or off of school property

## VI. LEARNING SUPPORT SERVICES

### • SPECIAL EDUCATION SERVICES

The Canton Area School District offers several program services to the students of the district. Those students identified as falling under the guidelines for Academic Learning Support for Specific Learning Disabilities and Intellectual Disabilities, Speech and Language Disabilities, Visual Impairment, Hearing Impairment and Physically Disabled will receive services if eligible. Students requiring the more intensive services for Life Skills Support and Emotional Support are served within the district whenever possible but may be assigned to inter-district classes which are age/grade-appropriate through contractual agreements with neighboring school districts.

### • GIFTED SUPPORT SERVICES

Gifted support students are served in a variety of settings within the elementary school. Screening procedures are in place to assist in the identification of students for these services. Also, students who are thought to be Gifted may be referred to the principal by a regular education teacher as well as by a parent or guardian.

### • SECTION 504/ADA STUDENTS

When a student's medical disability requires specific accommodations in the regular education classroom, parents may request that a 504 Accommodation Plan be written.

## VII. INFORMATION ON DISCIPLINARY PROCEDURES/CONSEQUENCES

Student misbehavior will be addressed using a hierarchy of interventions appropriate for the infraction using a progressive discipline approach. Classroom behavior will be addressed by the classroom teacher except in cases of repeated infractions or serious school behaviors. Following is a list of interventions considered to correct inappropriate student behavior.

- ❖ Proactive measures
  - Classroom management plan
  - Routines and procedures
  - Specific school-wide expectations
- ❖ Teacher intervention response
  - Student conference
  - Classroom consequences
    - Re-teaching sessions
  - Parent contact/conference
    - Minor ODR (Office Discipline Referral)
- ❖ Supports
  - SAP/ Behavior Support Team referral
  - School and Community Based Mental Health referral
- Guidance referral
  - Counseling
  - Individual behavior plan
  - Parent conference
- Major ODR (Office Discipline Referral)
  - Student conference
  - Student/Parent/ Teacher/Team meeting
  - Parent contact
  - After school detention
  - In-school detention
  - Referral to police
  - Out of School Suspension
  - Retraining with the principal

Parental support is the most effective measure in correcting behavior. It is the goal of the school to work together with the parent to develop your child's ability to make good behavioral choices, develop healthy work habits, and become self-disciplined. It is also the goal of the school to provide and maintain a safe learning environment for all children.

### **Social Media**

Posting on social media can be an effective way to communicate information to a large number of people very quickly but can also cause issues within the school setting. If postings disturb the educational process, they will be dealt with accordingly. This could include postings from students, parents, or other adults. Posting negative and hurtful comments about individuals is not acceptable use of social media and will be addressed.

### • INFORMATION FOR SCHOOL CLOSING

When storm conditions are of such severity to make the holding of school unsafe or impractical, there will be an early morning automated phone call. The phone number listed as your *primary number* will be the number that will receive the phone call. Parents

can also listen/watch to one of the following stations for such an announcement to determine if school is being held: Radio: WHGL (wiggie radio), WILQ, WJSA, WGRC, KC101, WNKZ TV: WNEP (16), WETM (18), WBNG (12), WYOU (22), WBRE (28) WENY (36). ***Information regarding school closings, delays, early dismissals, make up days, etc. will also be posted on the district website at [www.canton.k12.pa.us](http://www.canton.k12.pa.us).***

If weather conditions appear to be improving or roads may be plowed momentarily; the decision may be made to start school later in the morning. In such a case, buses and classes will start two (2) hours later as announced at that time. This, of course, would mean that the students would not have to make up the day as is the case when schools are closed. In event of make-up days due to weather cancellations, please refer to the District Website for revisions.

**An automated call will be made to all primary contacts of our students to indicate a closing, delay, or early departure from school.**

Should an emergency occur during school hours which necessitate the closing of school, such a dismissal will be authorized. Attempts will be made to also broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified. Please do not call the television or radio stations.

Any notice of school closing should be considered as only for one day, with school to resume the next day, unless parents are notified otherwise.

**\*\*School year calendar**

**Canton Area Elementary School  
SCHOOL – FAMILY – STUDENT COMPACT**

The Canton Area Elementary School-Family-Student Compact outlines how the entire school staff, families, and students will share in the responsibility for improved student academic achievement and the means by which the school and families will build and develop partnerships to help children achieve the State's high standards.

*Canton Area Elementary School*

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - family-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
  - frequent reports to parents on their children's progress.
  - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive, and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

*Family*

The members of the family understand that participation in his/her student's education will help his/her achievement and attitude. Therefore, the family members will continue to carry out the following responsibilities to the best of his/her ability:

- Volunteering in their child's classroom
- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, and well-rested on a regular basis
- Attend school functions and conferences
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

*Student*

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property
- Follow the school wide PBIS expectations

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Rules and Code of Ethics Agreement  
For Network and Internet Users  
Canton Area School District**

**Section 1: To be signed by student**

I understand that Canton Area School District reserves the right to

- Log Internet use and monitor files and server space utilization by users
- Disable or remove a user account on the network
- Access stored materials

I understand that violations of the Rules and Code of Ethics will be dealt with seriously.

Violators risk:

- Losing computer privileges on a temporary or permanent basis; and/or
- Disciplinary action; and/or
- Academic sanctions; and/or
- Prosecution for violation of local, state, and federal laws

I have read the Canton Area School District Rules and Code of Ethics for network and Internet users located in the handbook as well as the Acceptable Use of Technology policy and agree by their terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action, academic sanctions, and/or appropriate legal action.

Student's name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Section 2: To be signed by parents/guardians**

We, parents, or guardians of (please print the student's name) \_\_\_\_\_

Have read and discussed with the student the above Rules and Code of Ethics for Canton Area School District computer users. We recognize that it is impossible for the School District to restrict access to all controversial materials, and we will not hold the district, its employee, or the Internet provider responsible for materials acquired on the network.

We hereby give permission for the student to have user access to the Internet and the network at his/her school. We realize that under law we may be held financially responsible for the willful, malicious, or unlawful damage of property by our child.

Parent/Guardian Name (please print) \_\_\_\_\_

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

Date \_\_\_\_\_

To view the entire Acceptable Use of Internet, Computers and Network Resources Board Policy please visit the Canton Area Website **Policy Number 815**.

**Use of Student Photographs**

The Canton Area School District would like to use photographs of students involved in various academic, interscholastic athletics, and co-curricular activities throughout the year. These photographs could be used on the district website or in local newspapers. We will use those photographs if both the student and their parent/legal guardian give the district permission. This agreement will be in effect for the duration of this school year only. A new form must be completed each school year. You may terminate this agreement by contacting the school at any time.

I give the Canton Area School District permission to use a photograph of my child in local newspapers or on the district web site.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

## Student Handbook Policies & Procedures

I have read the Canton Elementary Family/Student Handbook. I will cooperate with the school to assure that the policies and procedures in this handbook are followed by my child.

I am the parent/guardian of: \_\_\_\_\_

in grade \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

- **BEGINNING OF THE YEAR CHECKLIST**

Parents, please use the following checklist to help you keep track of important information that will be coming home. Check off those items you've received and those you've returned. All items should be received during the first few weeks of school. If you do not receive any of those listed, please contact the school.

**\*The following should be signed and returned.**

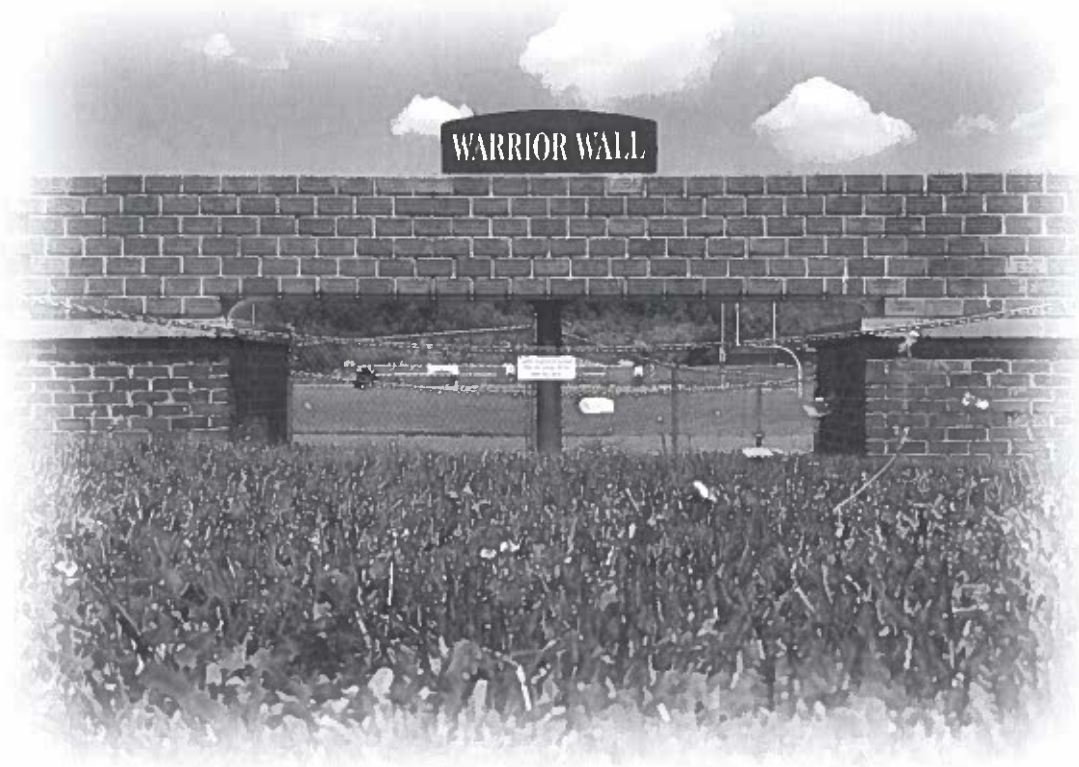
Received	Returned
___ Student Emergency Card (5X8 card)	___
___ Rules & Codes of Ethics	___
___ Photo Use Newspaper/Web	___
___ Handbook Policies & Procedures	___
___ School-Family-Student Compact	___



WW 8/3/22  
Bd App 8/11/22

# **CANTON AREA SCHOOL DISTRICT**

## **GENERAL INFORMATION**



## **EMPLOYEE HANDBOOK**

### **2022/2023 SCHOOL YEAR**

#### **Section Layout:**

General Information for all Employees - Page 3 through Page 11.

**Signature Page must be returned to employee's Supervisor - Page 12.**

# General Information for all Employees

TO: Employees of the Canton Area School District

This section has been developed by the Superintendent and Business offices. It does not supersede the district policy book or labor contracts. It is meant to supplement them by providing you with a resource of important topics handled by our offices.

We have tried to cover items that we have had questions on over the years, however, we are sure there are other things you may want included. If you have suggestions or comments to make this manual better, please contact or write to the Superintendent or Business Manager.

**The complete Board Policy Book can be found online, at [www.canton.k12.pa.us](http://www.canton.k12.pa.us).**

**DIRECTORY FOR SERVICES PROVIDED BY THE SUPERINTENDENT AND BUSINESS OFFICES  
INITIAL CONTACT PERSON, BY TOPIC**

Accounting Supervisor	Mark Jannone
Accounts Payable/Receivable	Lisa Lee
Act 48	Amy Martell
Alarm System	Deanna Watkins
Blue Cross, Blue Shield, Highmark	Shelly Gowin
Budget	Mark Jannone
Building and Facilities Use Approval	Deanna Watkins
Business Office Secretary	Shelly Gowin
Cafeteria	Asti Tillotson
Certification (professional)	Peggy Guzik
Child Accounting	Lisa Lee
COBRA	Shelly Gowin
Computer Repair, Maintenance, Operation	Jeff Karpinski
Computer Network Operations	Jeff Karpinski
Dental Insurance	Shelly Gowin
Direct Deposit of Paychecks	Shelly Gowin
Employee Portal	Mark Jannone
Foster	Mark Jannone (Foster Liaison)
Grant reporting (federal, state etc.)	Deanna Watkins
Harassment, Title IX	Peggy Guzik (Title IX Coordinator)
HIPAA	Mark Jannone (Privacy Officer)
Homeless	Mark Jannone (Homeless Liaison)
Life Insurance	Shelly Gowin
Maintenance	Fred Richter
Non-Discrimination	Amy Martell
Payroll	Shelly Gowin
Personnel Records	Peggy Guzik
Phone System Management	Fred Richter
Retirement (PSERS)	Shelly Gowin
Right To Know (hazardous chemicals, MSDS)	Fred Richter
Supply Bids	Deanna Watkins
Tax--Occupation	Deanna Watkins
Tax--Real Estate	Deanna Watkins
Tax Sheltered Annuities	Shelly Gowin
Transportation (regular)	Shelly Gowin
Transportation (field trip, sports)	Deanna Watkins
Tuition Billing	Lisa Lee
Tuition Reimbursement (college credits)	Peggy Guzik
Unemployment Compensation	Mark Jannone
Wage Tax (earned income tax)	Shelly Gowin
Web Page: <a href="http://www.canton.k12.pa.us">www.canton.k12.pa.us</a>	Deanna Watkins
Worker's Compensation	Peggy Guzik

Everyone can be reached by e-mail. All e-mail accounts are set up in the following way: first initial of the first name, full last name, @canton.k12.pa.us (no spaces).  
Shelly Gowin would be: [sgowin@canton.k12.pa.us](mailto:sgowin@canton.k12.pa.us)

**ABSENCE REPORTING:** Building secretaries will report absences and substitutes to the Superintendent's Office for all employees on a daily basis. **All requests for absence must be entered in the Employee Portal.**

1. All employees must request and report absences through their immediate supervisor.
2. All absences must receive the approval of your immediate supervisor, prior to the employee taking the time off.
3. All absences must be reflected on time sheets and be requested through the Employee Portal.
4. Funeral leave must be approved by the immediate supervisor.

**ACCOUNTS PAYABLE:** The district processes its bills on a bi-weekly basis so that we are able to provide timely payments to employees and vendors. Also see "Purchasing" below.

**BUILDING ALARMS:** Each of the district's buildings is equipped with a security alarm system. The alarm is set around 10:45 p.m. on weekdays. "General Access" will be granted between 6:45 AM and 10:00 PM on weekdays. Weekend general access is 8:30 A.M. to 7:30 P.M. Building keys and entry fobs are assigned only to employees that have entry needs. They may be given different levels of access, based on need.

**BUILDINGS AND GROUNDS USE:** If you are a coach, advisor or leader of a CASD school group, you can schedule the use of the buildings and equipment through the principal. A Building and Use form must be completed. You are asked to try scheduling your needs around the normal custodial schedules (weekdays 3:30 p.m. to 10:00 p.m.). The form should be completed a minimum of two weeks before your need. In some cases, insurance coverage is required. There may be other fees for rental and labor. Approval of such requests is done by the principal, business manager, athletic director and superintendent.

**CAFETERIA:** The Canton Area School District's cafeterias are managed by the Nutrition Group. The Director assigned to the district is Asti Tillotson.

**COMPLAINTS / GRIEVANCE POLICY:** Complaints and grievances should be resolved using the procedures described in board policy #526 or professional contract.

**COMPUTERS, NETWORKS ETC.:** Jeff Karpinski is the district's Technology Leader, assisted by Brant Buchanan. They can help with computer set-up, basic training, repair and network operations. Repair and help requests are to be requested via the "Spiceworks" Work Request System, found on the district's webpage: [www.canton.k12.pa.us](http://www.canton.k12.pa.us). Before asking for help, employees are expected to consult operating manuals to learn how to operate their software and hardware. We now have over 1,000 technology devices in the district with several labs and network systems that he is responsible for. Jeff also approves all requests for purchases of computer equipment, software and contracted repairs. He has an office in the JR/SR High School building. Jeff and Brant carry a maintenance radio so better service can be provided, but please use Spiceworks for non-emergency requests.

**COPIERS:** Copiers are machines and they do break down. The district has maintenance agreements with sales and service companies to provide quick repair. **Please plan ahead for your copying needs.** When a copier breaks down, it can sometimes be 24 hours for a routine repair and longer if parts are needed.

**COPIERS--PERSONAL USE:** Employees can use the copiers for personal use at the cost posted in each copy room. The payment should be made to the Superintendent's secretary.

**COURSE REIMBURSEMENT:** Employees offered tuition reimbursement must request prior approval from the Superintendent on the Application for Professional Development and Education Improvement form (available from the superintendent's secretary). Upon completion of the course, employees must submit proof of grade and a copy of the tuition invoice. The Superintendent's Office will review and forward to the business office for payment.

**DRESS AND GROOMING:** All employees shall be physically clean, neat and well groomed; dress in a manner consistent with the needs of the job performed, dress in a fashion that is commonly accepted in this community, utilize safety gear as needed, and be presented in a way that hair style and self-expression does not disrupt the educational process. Hats are not to be worn inside district buildings, unless they are protective in nature and required or recommended for job safety.

**EMPLOYEE PORTAL:** The employee portal is a secure network that you can sign into to view your direct deposit pay stub, instead of printing a hard copy. **Your User ID is your first initial, full last name and last four of your SSN (i.e. mjannone1234). Your password is the last four of your SSN. When you log in for the first time, you will be required to change your password. Your password must be at least 8 characters long and must use at least one, upper case, lowercase, number and special symbol (!@#%&).**

When you sign into the portal, you will first see mandatory announcements. After you sign in, select the "staff portal" tab and then the "my information" subtab to view pay stubs and to request time off. While in the portal, you will be able to not only view your current pay stub, but also be able to review history of your pay stubs since the implementation of the CSIU payroll application. Additionally, you will be able to review your absenteeism, which has been deducted from your accrued leave, as well as the current balance of your accrued leave. You will also verify or change your demographic information through the Employee Portal.

**FERPA (Family Educational Rights and Privacy Act):** The Family Rights to Privacy Act is a federal law that not only gives many rights to parents regarding their children's education records, but also places strict duties upon all employees of the school district (this means everyone) to maintain the confidentiality of certain information of all past and present students. The school district has a detailed policy #216 about FERPA. Please familiarize yourself with it.

**FORMS:** All forms referenced in this Desk Reference can be found on the District's website under "Administration", "Business Manager", "Faculty and Staff Forms". You must sign in to the webpage to be able to view the forms.

**HIPAA (Health Information Portability and Accountability Act):** This federal law requires the school district to protect your personal health information (PHI) in its operations. This is a far reaching, complicated and confusing law that became effective in April, 2004 for CASD and most other school districts. In addition to the requirement to maintain confidentiality of your PHI, we are obligated to give you a "Notification of Privacy Practices." The HIPAA law also applies to student health information that is not covered by FERPA.

**HARASSMENT:** The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment, in any form, is not tolerated. The Board prohibits all forms of unlawful harassment of

employees by all district students and staff members, contracted individuals and vendors, and volunteers or visitors in the schools. All complaints should be directed to Peggy Guzik, Title IX Coordinator and Secretary to the Superintendent. See board policy # 548 for additional information.

**HOMELESS:** The 2001 reauthorization of the McKinney-Vento Act required the designation of a local homeless education liaison in every school district. The Canton Area School District has designated Mark Jannone as the liaison. If any employee suspects that they know of any children within the Canton Area School District boundaries who might be homeless, they should report their suspicion to the building secretary or directly to Mark Jannone.

**INJURY – EMPLOYEE:** If you are injured, please report it immediately to your supervisor and then to the Superintendent's office, even if it seems insignificant at the time. Forms must be filled out and sent to our insurance carrier. If you are injured and want to know what your rights are, please contact the Superintendent's office, so they can provide you with an outline. Workers' Compensation provides wage, medical and other benefits. The Canton Area School District utilizes a "Physicians List" for workers' compensation claims. SEE "Workers' Compensation" for more details.

**INSURANCE – COBRA BENEFITS LAW:** COBRA is the Consolidated Omnibus Budget Reconciliation Act of 1985. It is a federal law that allows former employees and dependents of employees the right to continue health care benefits with the employer under certain conditions. The following is an example but is not all-inclusive:

1. An employee that had medical and/or dental insurance who leaves employment for reasons such as resignation, elimination of position, lay-off, firing (in some instances), etc., has the right to continue coverage of medical and dental benefits for 18 months at the employer's premium rate.
2. Dependents of covered employees, who become ineligible for the employer's health and dental plans, are eligible for COBRA for a maximum of 36 months from the date of ineligibility. If you are an employee with a dependent losing his benefits, please contact the business office as soon as possible to get the necessary paperwork completed so there is no lapse in coverage. Basic examples of situations where benefits terminate for dependents are as follows:
  - A. At the end of the calendar year of their 26th birthday. (for healthcare)
  - B. At the end of the month a full-time student graduates from college. (for dental)
  - C. At the end of the month a college student is no longer a full-time status college student. (for dental)

**INSURANCE – DENTAL:** We are insured with Delta Dental. A booklet is provided to all eligible employees.

The basics are:

1. No deductible.
2. 100% coverage for most services.
3. Maximum coverage is \$1,000 per year per person.
4. If a dental bill is expected to be \$100 or more, a pre-determination form should be filed.

**INSURANCE – LIFE:** The current broker is Henry Dunn Insurance Company. The carrier is Sun Life. Coverage is for the employee only. Qualified employees are covered with a \$50,000 policy. Employees should periodically review their beneficiary designations. Changes can be made through the business office. Also, make sure someone in your family is aware of what coverage you have.

**INSURANCE – MEDICAL:** The district belongs to the Northern Tier Insurance Consortium along with 12 other school districts, BLaST, and the Northern Tier Career Center. The selected carrier for the Consortium is Highmark Blue Cross / Blue Shield.

**INSURANCE – OPEN ENROLLMENT:** New employees may select a benefit plan during their first week of employment. Existing employees may make changes to their coverage plan during the annual enrollment period which occurs around the end of May each year. Once an employee has chosen which type of medical coverage they want, the employee must keep it the whole year, unless there is a life-altering situation (i.e. death, divorce, loss of job).

\*\*Employees who opt-out of Canton Area School District's health plan may qualify for a cash payment in lieu of benefits. Ask the business office if you qualify and how much the payment is.

**LEAVE WITHOUT PAY:** Leave without pay days are not days that are available to take, such as personal, sick, or vacation. They are the result of not having any accrued leave time, yet an unavoidable situation has prevented you from being at work. **Days without pay must be pre-approved when possible**, or retroactively granted, when pre-approval is not possible. If leave without pay is granted you may be responsible for reimbursing the district for the daily cost of your benefits.

**MAINTENANCE WORK NEEDED:** If you have something that needs repaired, requests are to be submitted via the "Spiceworks" Work Request System, found on the district's webpage: [www.canton.k12.pa.us](http://www.canton.k12.pa.us). All maintenance workers carry radios for better service to staff, but routine issues should be submitted using the "Spiceworks" Work Request System. Emergencies are given priority.

The district employs 4 people to do skilled maintenance. They are:

Fred Richter	Maintenance Leader
Steve Turner	Maintenance II
Adam Ayers	Maintenance III
Cam Route	Maintenance III

**NON-DISCRIMINATION:** The Board declares it to be the policy of this district to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. All employees have the right to file a complaint with the Compliance Officer if they feel that this has not been followed. See board policy #104 for further information.

## PAYROLL:

1. **W-4'S:** Your W-4 can be updated anytime throughout the year. If your marital status changes, or if you change your address, be sure to complete a new form. You can elect to have additional money withheld if you feel you need to because of your prior year's tax return.
2. **ADDRESS CHANGE:** Be sure to verify or change your address in the Employee Portal. You must also fill out a new residency certification form. It affects the mailing of documents, earned income tax deposits, insurance, retirement, etc.
3. **DIRECT DEPOSIT:** Direct deposit of paychecks is required for all Employees. Your check will be directly deposited to your account in any bank. Forms are available in the business office.
4. **PAY DATES:** The district pays bi-weekly on Friday. If you are salaried and a regular full time employee, your salary will be prorated and you will receive your first check on the first pay date after you start work. If you are paid hourly, your first paycheck will be the second pay date after you start work. That check will be for hours or days worked during the first pay period.
5. **TAX SHELTERED ANNUITIES (403b):** The district offers payroll deduction services without charge to employees wanting to use IRS 403b investments. Any part-time or full-time employee can participate in a 403b plan. We use the services of a clearing house and there are a limited amount of authorized funds. Contact the business office for information on how to participate.
6. **IRS 125 Plan:** You may be required to contribute to the cost of certain insurances through a payroll deduction agreement. Your contribution may be non-taxable income (local, state, and federal). You may also elect to purchase certain insurances (cancer, disability, etc.) voluntarily which may be non-taxable. To have your contribution non-taxed, you must sign the proper forms. There is an annual enrollment period, usually in May, to do this or make changes to what you currently have. New employees are allowed to enroll immediately upon employment. Check with the business office benefits accountant for additional information and help.
7. **HOLIDAY PAY:** Paid holidays for support personnel are different based on your employment status. Your supervisor will explain how many and which holidays are paid.
8. **TIME SHEETS:** All hourly paid employees must fill out a time sheet. The time sheet is to be completed at the end of each day worked. Times that work began and ended must be reflected accurately.
9. **OVERTIME:** Overtime must be approved by the employee's immediate supervisor **before the work is done**. All overtime must be reported on the payroll time sheet along with a small description on the front or back referenced to the day worked. The district pays for overtime beyond fifteen minutes or more per day. Anything less is considered incidental.



**PERSONAL AND FAMILY CHANGES:** Please report all changes in address, marital status, births or deaths to the business office immediately as these changes affect insurances and other matters handled by the offices of the Business Manager and Superintendent.

**PHONE – PERSONAL USE:** There is no charge for use of phones by employees for non-toll calls. However, for toll calls, employees must use their personal credit cards or call collect. The school will not pay for personal calls or bill you for them.

**POLICY BOOK:** The School Board has a formal policy book which addresses many issues. You should make yourself familiar with it. This book is available on our website: [www.canton.k12.pa.us](http://www.canton.k12.pa.us). The Policy Book is continuously being revised by the Board and Administration. Your suggestions and comments can be forwarded to the superintendent.

**PROBATIONARY PERIOD:** Classified employees shall be considered on probation for the first ninety days of employment. During these ninety days, the employee shall be subject to discharge without notice and shall be evaluated every thirty days by their immediate supervisor. If the average of the evaluations is deemed to be "satisfactory", the employee shall be granted regular employment status. For more detailed information, see board policy #508.

**PURCHASES:** The Superintendent and Business Manager are the only authorized purchasing agents for the district. All purchases are to be made with purchase orders signed by one of them. With "on-line" purchasing becoming more common, there are certain circumstances that would allow for the purchase of items with a district credit card. The building Office Secretaries are authorized to utilize this method, after gaining prior approval from the Business Manager. Blanket purchase orders are issued allowing various employees to make "as needed" purchases without issuing an individual purchase order each time. This is done for such things as home economics' food, maintenance supplies, maintenance gas, etc.

Purchases by employees who are seeking reimbursement must be cleared beforehand with your supervisor. Reimbursement is not to be assumed without such approval. Generally, such a purchase is allowed if a minimal amount. The school district is exempt from paying sales tax. Such purchases by a private person may require sales tax to be paid. Generally, the district will reimburse for that sales tax payment in lieu of shipping costs it might normally incur. A request for reimbursement with sales receipt attached must be filled out for reimbursement by the district. Caution is to be exercised in such purchases.

The business office must have any and all packing slips that arrive with any shipment before payment can be made. Such packing slips must be compared to the purchase order, signed by the person opening the merchandise that it is OK and turned in to the business office immediately (within two days). Our objective in the business office is to make prompt payments to vendors to avoid penalties as well as have merchandise checked immediately so problems can be taken care of in a timely way.

**RETIREMENT:** The district and eligible employees are subject to contributing to the state retirement system which is known as the Public School Employees Retirement System (PSERS). The state's retirement system is one of the best in the country. When you have money deducted, you automatically become a member. You will receive correspondence and updates on your retirement account periodically. Some basics follow:

1. All employees of Canton Area School District must participate in the Retirement System.

2. Payroll deduction: The class in which you will be enrolled depends on your hire date and the class dictates the employee and employer contributions that will be made.
3. Retirement pension is based on years of service and age. Non-penalized pensions are given at retirement if you have 35 years of service regardless of age or at age 60 with 30 years of service, or age 62 with one year of service. The pension is systematically reduced for anything less unless the state is offering special incentives.
4. Retirement pension is calculated based on 50 years of service: thus 30 years of service gets you 60% in regular retirement class or 75% in the "TD" class, of the annual average of your highest paid 36 months of pay in your career.
5. Both the state and school district contribute to your pension in addition to yourself.
6. You are not vested permanently into the retirement system until you have completed 5 years of service (10 years of service for "TE" and "TF").
7. You get credit for one year of service if you work at least 180 days out of the year.
8. The PSERS offers a disability pension to qualifying employees.
9. You will receive an annual statement via your PSERS portal, which outlines your years of service, contributions, interest earned and death benefit accumulated.
10. You need to be sure your beneficiary designation is current to your wishes. This can be changed with a form available in the business office.

**TOBACCO USE:** The Board prohibits tobacco use by all employees in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. This is detailed in board policy #323.

**TECHNOLOGY - ACCEPTABLE USE:** The Canton Area School District is a leading example of integrating technology with education. With these capabilities come responsibilities. All employees are expected to act in a responsible, ethical, and legal manner in accordance with district policy #815, accepted rules of network etiquette, and federal and state law.

**TRAVEL REIMBURSEMENT:** Travel must be pre-approved and submitted on a Staff Travel Form. This form should be completed and submitted at least 2 weeks prior to travel. This is especially important when advance money is needed. If pre-registration is required, **it is your responsibility to make sure it is completed**. Reimbursement for lodging, meals (for overnight conferences only) parking, tolls, and miscellaneous expenses will only be made with the submission of proper receipts. Mileage must be measured accurately. Mileage allowed will not exceed the distance from your school building to the conference and back. If you leave from home and/or return to your home and that is less mileage, you will only be paid for that mileage. Travel at the conference site (for meals, lodging etc.) is to be included. Tips are reimbursed up to a maximum of 15% (unless it is a mandatory gratuity which is built into the bill). In some cases, the business office can advance money to the employee, but such a request must be made in a timely way. Expense reimbursement forms must be turned in by June 30th each year. Reimbursement for meals for non-overnight conferences must be requested on a separate form and paid through payroll as a taxable reimbursement.

**PAYMENT:** The district processes checks for reimbursement on the bi-weekly paydays.

**WEB SITE USE:** Employees are reminded to check the school district's web site for information. The web site is being expanded each year to include those things that are most commonly used or asked for such as sports schedules, policies, forms, legal notices for FERPA, HIPAA, etc. The web site is not intended to replace the school's policy book, etc.

**WORKERS' COMPENSATION:** Employees experiencing a work related injury must utilize the district's workers' compensation physicians list. The employee's rights and obligations are described below.

### **EMPLOYEE ACKNOWLEDGEMENT OF RIGHTS AND DUTIES**

Workers' Compensation is designed to provide wage loss benefits and payment for reasonable medical care for one who is injured on the job.

**Remember: It is important to tell your employer about your injury immediately.**

Your employer, in compliance with the Workers' Compensation Act, has posted a list of at least six (6) medical providers from which you must select. You must obtain treatment from one or more of these providers for ninety (90) days from the date of your first visit.

If you have a medical emergency, you may go to the closest hospital, physician or other health care provider of your choice. If follow up treatment is needed, you must then seek treatment from a physician or other health care provider listed on your employer's physician panel list for the first ninety (90) days from the date of your first treatment.

If during the initial 90-day period you wish to change medical providers, you must once again revisit your employer's panel and select a new physician. If you seek treatment from a non-panel provider within the first ninety (90) days following your first visit, your employer will not have to pay for those services.

In the event invasive surgery is prescribed by a physician or other health care provider on your employer's panel, you are entitled to a second opinion from any other health care provider of your choice. If the opinion differs from the one provided by the panel provider, you may choose which course of treatment to follow. However, the second opinion must state a specific course of treatment. If you choose the treatment offered by the second opinion you must receive that treatment from a panel provider for a period of ninety (90) days from the date of the visit to the provider of the second opinion.

After the initial 90-day period, if additional or continued treatment is needed, you may now choose to go to another physician or health care provider of your choice. Should you decide to change providers, you must notify your employer within five (5) days of your first visit with your new provider. Failure to notify your employer will relieve your employer of the responsibility for the payment of services rendered if such services are determined to have been unreasonable or unnecessary. The non-panel provider must provide an initial report to the employer, within ten (10) days of the first treatment and every thirty (30) days thereafter, as long as the treatment continues.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

# Canton Area School District General Information Handbook

## Signature Page:

**\*\* Please sign and return to your Supervisor. It will be kept on file for the school year.**

Please read the handbook information carefully. There are procedures that you need to be aware of. I, the undersigned, have received and read the General Information for all Employees Section.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Date	Check #	Rec	Account Balance	Greenhouse	Wildlife	Beautification	Playground	6th Gr. St. Council	Explanation
			<b>\$2,199.92</b>	<b>\$727.19</b>	<b>\$182.23</b>	<b>\$1,190.50</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>Current Balance</b>
4/19/2022						\$3.90			Interest Deposit
5/5/2022						\$6.92			Interest Deposit
5/5/2022		X		\$96.00					Deposit flower Sales
5/9/2022		X		\$159.00					Deposit flower sales
5/10/2022	1,120	X		(\$159.49)					Check Greener Pastures farms- Greenhouse Plants
5/10/2022		X		\$194.00					Deposit Flower sales
5/12/2022		X		\$128.00					Deposit Flower sales
5/13/2022		X		\$146.00					Deposit Flower Sales
5/17/2022		X		\$28.85					Cookie Deposit
5/20/2022		X		\$212.30					Deposit Flower sales
5/23/2022	1,121	X		(\$423.61)					Check Shirley Alberts- Greenhouse Supplies
5/27/2022		X		\$171.60					Deposit- Greenhouse Plant Sales
6/1/2022	1,122	X					(\$5,986.33)		Check- Fit and Fun Playscapes LLC
6/3/2022		X		\$16.00					Deposit- Cookie Sales
6/7/2022						\$8.82			Interest Deposit
6/30/2022	1,123						(\$5,616.85)		Check katie Parks- playground and recess equipment and mulch
6/30/2022						\$68.41	(\$68.41)		Transfer Playground balance to Beautification to close out account

\*Pam is co-signer for this account/FC

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
<b>Cash Accounts</b>									
<b>Account: 1000 First Citizens Natl Checking</b>					<b>Advisor: Danielle Greer</b>				
			Beginning Balance						170,009.04
07/26/21	CC01-001	3452	Mindy Tymeson				496.02		169,513.02
07/27/21	CC01-002	3453	Stull's Flowers				53.00		169,460.02
07/27/21	CC01-003	3454	Jacob Miller				644.00		168,816.02
07/27/21	CC01-004	3455	Tom Hojnowski				40.00		168,776.02
07/27/21	CC01-005	3456	Thompson Sports and Appa				250.00		168,526.02
07/27/21	CC01-006	3457	Moose's Enterprises LLC				10.60		168,515.42
07/27/21	CC01-007	3458	Brock Kitchen				148.38		168,367.04
07/27/21	CC01-008	3459	Brandy McRoberts				91.60		168,275.44
07/27/21	CC01-009	3460	National FFA Organization				120.00		168,155.44
07/27/21	CC01-010	3461	Tyler Sechrist				452.31		167,703.13
07/28/21	CC01-011	3462	Canton Area School District				77.60		167,625.53
07/28/21	CC01-012	3463	Tom Hojnowski				33.25		167,592.28
07/28/21	CC01-013	3464	Creative Cartooning				1,012.30		166,579.98
07/29/21	CC01-014	3465	Canton Area School District				181.42		166,398.56
07/29/21	DP01-001	1022	BANK DEPOSIT	BANK DEPOSIT		5,523.00			171,921.56
07/31/21	AD01-001	596	Deanna Watkins	July Interest		5.98			171,927.54
08/05/21	CC02-001	3466	Baldwin's Hardware				53.99		171,873.55
08/09/21	CC02-002	3467	Stull's Flowers				352.00		171,521.55
08/10/21	CC02-003	3468	Tyler Sechrist				175.00		171,346.55
08/12/21	CC02-004	3469	Hi Rise Camera				2,777.07		168,569.48
08/18/21	CC02-005	3470	Sheila Wesneski				238.45		168,331.03
08/18/21	CC02-006	3471	Tyler Sechrist				159.90		168,171.13
08/24/21	DP02-001	1023	BANK DEPOSIT	BANK DEPOSIT		1,500.00			169,671.13
08/25/21	CC02-007	3472	Bobby K Entertainment, Inc.				450.00		169,221.13
08/25/21	CC02-008	3473	Bobby K Entertainment, Inc.				450.00		168,771.13
08/25/21	MC02-001	3472	Bobby K Entertainment, Inc.				(450.00)		169,221.13
08/25/21	MC02-002	3473	Bobby K Entertainment, Inc.				(450.00)		169,671.13
08/30/21	CC02-009	3475	Chelsie Swartz				450.00		169,221.13
08/30/21	CC02-010	3476	Chelsie Swartz				450.00		168,771.13
08/30/21	MC02-003	3475	Chelsie Swartz				(450.00)		169,221.13
08/31/21	AD02-001	597	Deanna Watkins	August Interest		6.23			169,227.36
09/03/21	DP03-001	1024	BANK DEPOSIT	BANK DEPOSIT		2,675.00			171,902.36
09/10/21	CC03-001	3477	P and W Lumber				101.36		171,801.00
09/13/21	CC03-002	3479	Dana Vermilya				95.36		171,705.64
09/13/21	CC03-003	3478	Canton Area School District				1,121.68		170,583.96
09/14/21	CC03-004	3480	Mead's Greenhouse				534.00		170,049.96
09/14/21	DP03-002	1025	BANK DEPOSIT	BANK DEPOSIT		4,260.50			174,310.46
09/16/21	CC03-005	3481	Blayne Wesneski				23.47		174,286.99
09/21/21	CC03-006	3482	Jessica Anderson				264.00		174,022.99
09/21/21	DP03-003	1026	BANK DEPOSIT	BANK DEPOSIT		8,870.90			182,893.89
09/22/21	CC03-007	3483	Abigail Williams				677.42		182,216.47
09/23/21	CC03-008	3484	Krispy Kreme Donuts				2,680.00		179,536.47
09/25/21	CC03-009	3485	Thompson Sports and Appa				270.00		179,266.47
09/25/21	CC03-010	3486	UNIVERISTY OF OREGON				460.00		178,806.47
09/25/21	CC03-011	3487	Amanda Jackson				150.00		178,656.47
09/25/21	CC03-012	3488	Tyler Sechrist				71.00		178,585.47
09/25/21	CC03-013	3489	Wellsboro Foundation				100.00		178,485.47
09/27/21	CC03-014	3490	Rockwell and Son, Inc				66.51		178,418.96
09/27/21	CC03-015	3491	Susquehanna University				5,000.00		173,418.96
09/27/21	CC03-016	3492	Penn State University				5,000.00		168,418.96
09/27/21	CC03-017	3493	Penn State University				5,000.00		163,418.96
09/27/21	CC03-018	3494	Penn State University				5,000.00		158,418.96
09/27/21	CC03-019	3495	University of Pittsburgh				5,000.00		153,418.96
09/27/21	CC03-020	3496	Penn State University				5,000.00		148,418.96

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
09/27/21	CC03-021	3497	Penn State University				5,000.00		143,418.96
09/27/21	CC03-022	3498	Penn State University				5,000.00		138,418.96
09/27/21	MC03-001	3492	Penn State University				(5,000.00)		143,418.96
09/27/21	MC03-001	3493	Penn State University				(5,000.00)		148,418.96
09/28/21	CC03-023	3499	World Class Bows				300.75		148,118.21
09/28/21	CC03-024	3500	Kids Can't Fight Cancer Alon				500.00		147,618.21
09/29/21	CC03-025	3501	Pam Larcom				60.53		147,557.68
09/29/21	CC03-026	3502	Marcie Jennings				209.98		147,347.70
09/30/21	AD03-001	601	D.Watkins	Interest for September 2021		4.66			147,352.36
09/30/21	CC03-027	3503	Pennsylvania FFA Associat				540.00		146,812.36
10/01/21	DP04-001	1027	BANK DEPOSIT	BANK DEPOSIT		5,040.50			151,852.86
10/05/21	CC04-001	3504	CVCB				150.00		151,702.86
10/05/21	CC04-002	3505	National FFA Organization				180.00		151,522.86
10/06/21	CC04-003	3506	Jenn Seeley				328.60		151,194.26
10/06/21	CC04-004	3507	Scrap Life				3,744.00		147,450.26
10/07/21	CC04-005	3508	Marcie Jennings				22.99		147,427.27
10/07/21	CC04-006	3509	Thompson Sports and Appa				1,842.00		145,585.27
10/07/21	CC04-007	3510	Kalyn Essick				100.00		145,485.27
10/07/21	CC04-008	3511	Stull's Flowers				135.00		145,350.27
10/07/21	MC04-001	3486	UNIVERISTY OF OREGON				(460.00)		145,810.27
10/11/21	AD04-001	598	D.Watkins	Interest for September 2021		4.66			145,814.93
10/11/21	AD04-002	599	D.Greer	Put interest in wrong month			4.66		145,810.27
10/11/21	AD04-003	602	D.Greer	Put Interest in wrong month			4.66		145,805.61
10/11/21	CC04-009	3512	Kevin Morgan				75.00		145,730.61
10/12/21	CC04-010	3513	Canton Area School District				999.99		144,730.62
10/12/21	CC04-011	3514	Abigail Williams				624.87		144,105.75
10/13/21	CC04-012	3515	Cheerzone				1,028.04		143,077.71
10/14/21	CC04-013	3516	Canton Area School District				77.82		142,999.89
10/14/21	CC04-014	3517	Thompson Sports and Appa				556.50		142,443.39
10/15/21	CC04-015	3518	Marianna's Fundraisers				4,114.90		138,328.49
10/15/21	CC04-016	3519	Jen Seeley				20.14		138,308.35
10/15/21	CC04-017	3520	Lisa Cole				328.60		137,979.75
10/15/21	DP04-002	1028	BANK DEPOSIT	BANK DEPOSIT		8,282.73			146,262.48
10/18/21	CC04-018	3521	Chelsie Swartz				262.88		145,999.60
10/18/21	CC04-019	3522	Thompson Sports and Appa				24.50		145,975.10
10/19/21	DP04-003	1029	BANK DEPOSIT	BANK DEPOSIT		300.00			146,275.10
10/21/21	CC04-020	3523	Thompson Sports and Appa				394.50		145,880.60
10/21/21	CC04-021	3524	Marcie Jennings				89.94		145,790.66
10/22/21	CC04-022	3525	Canton Area School District				449.97		145,340.69
10/22/21	CC04-023	3526	NIKI MARBAKER				38.12		145,302.57
10/22/21	DP04-004	1030	BANK DEPOSIT	BANK DEPOSIT		2,402.09			147,704.66
10/25/21	CC04-024	3527	Gertrude Hawk				1,800.00		145,904.66
10/26/21	CC04-025	3528	CAEA				100.00		145,804.66
10/26/21	CC04-026	3529	Kids Can't Fight Cancer Alon				100.00		145,704.66
10/27/21	CC04-027	3530	Chelsie Swartz				264.99		145,439.67
10/27/21	CC04-028	3531	Sheila Wesneski				123.45		145,316.22
10/28/21	CC04-029	3532	Tom Hojnowski				200.00		145,116.22
10/28/21	CC04-030	3533	Canton Area School District				505.00		144,611.22
10/28/21	CC04-031	3534	Thompson Sports and Appa				326.00		144,285.22
10/30/21	AD04-002	600	D. Watkins	Interest for September 2021		4.66			144,289.88
10/31/21	AD04-004	603	D. Watkins	Interest for October 2021		5.00			144,294.88
11/01/21	CC05-001	3535	H. Rockwell and Son, Inc				23.20		144,271.68
11/01/21	CC05-002	3536	Trina Beers				100.00		144,171.68
11/01/21	CC05-003	3537	Jostens				1,761.30		142,410.38

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
11/01/21	CC05-004	3538	Lisa Cole				328.60		142,081.78
11/02/21	CC05-005	3539	Gertrude Hawk				720.00		141,361.78
11/03/21	CC05-006	3540	Thompson Sports and Appa				756.00		140,605.78
11/04/21	CC05-007	3541	Stull's Flowers				94.50		140,511.28
11/04/21	CC05-008	3542	Mill Street Caramel Corn				2,415.00		138,096.28
11/05/21	DP05-001	1031	BANK DEPOSIT	BANK DEPOSIT		9,364.36			147,460.64
11/08/21	CC05-009	3543	Chelsie Swartz				132.80		147,327.84
11/20/21	CC05-010	3544	CALLIE GENSEL				2,750.00		144,577.84
11/20/21	CC05-011	3545	Abigail Williams				91.32		144,486.52
11/20/21	CC05-012	3546	TIFFANY OSTRANDER				208.00		144,278.52
11/20/21	CC05-013	3547	Sheila Wesneski				139.74		144,138.78
11/20/21	CC05-014	3548	Lisa Cole				328.60		143,810.18
11/20/21	CC05-015	3549	H. Rockwell and Son, Inc				23.20		143,786.98
11/20/21	CC05-016	3550	Baldwin's Hardware				37.89		143,749.09
11/20/21	MC05-001	3550	Baldwin's Hardware				(37.89)		143,786.98
11/22/21	CC05-017	3551	Jimmy's Park Hotel				105.12		143,681.86
11/22/21	CC05-018	3552	Jason Bellows				100.00		143,581.86
11/22/21	CC05-019	3553	Baldwin's Hardware				26.99		143,554.87
11/22/21	CC05-020	3554	Pee Jays Fresh Fruit				3,254.63		140,300.24
11/22/21	CC05-021	3555	Canton Area School District				140.46		140,159.78
11/22/21	CC05-022	3556	Jen Seeley				201.79		139,957.99
11/22/21	DP05-002	1032	BANK DEPOSIT	BANK DEPOSIT		15,555.00			155,512.99
11/23/21	CC05-023	3557	Canton Cafeteria				895.18		154,617.81
11/23/21	CC05-024	3558	Jen Seeley				170.00		154,447.81
11/23/21	MC05-002	3556	Jen Seeley				(201.79)		154,649.60
11/24/21	CC05-025	3559	Tammy MacWhinnie				264.49		154,385.11
11/24/21	CC05-026	3560	Tammy MacWhinnie				264.49		154,120.62
11/24/21	MC05-003	3559	Tammy MacWhinnie				(264.49)		154,385.11
11/30/21	AD05-001	604	D. Watkins	November Interest		4.75			154,389.86
12/01/21	CC06-001	3561	Mindy Tymeson				140.00		154,249.86
12/03/21	CC06-002	3562	Chelsie Swartz				450.00		153,799.86
12/03/21	DP06-001	1033	BANK DEPOSIT	BANK DEPOSIT		8,831.93			162,631.79
12/06/21	CC06-003	3563	Lisa Cole				262.88		162,368.91
12/06/21	CC06-004	3564	Lisa Cole				262.88		162,106.03
12/06/21	CC06-005	3565	Stull's Flowers				37.10		162,068.93
12/06/21	MC06-001	3563	Lisa Cole				(262.88)		162,331.81
12/07/21	CC06-006	3566	Celebrations cakes & confec				91.00		162,240.81
12/08/21	CC06-007	3567	Canton Cafeteria				452.36		161,788.45
12/10/21	CC06-008	3568	BSN SPORTS				1,999.00		159,789.45
12/10/21	CC06-009	3569	Cheerleading Company				185.83		159,603.62
12/13/21	CC06-010	3570	Chelsie Swartz				120.04		159,483.58
12/13/21	CC06-011	3571	National FFA Organization				135.00		159,348.58
12/14/21	CC06-012	3572	James MacDonald				2,800.00		156,548.58
12/14/21	CC06-013	3573	Oakbrook Corporation				1,154.36		155,394.22
12/14/21	CC06-014	3574	Tyler Kropf				240.00		155,154.22
12/14/21	CC06-015	3575	Chayton Wesneski				280.00		154,874.22
12/14/21	CC06-016	3576	Guy Kapichok				100.00		154,774.22
12/14/21	CC06-017	3577	Lisa Cole				328.60		154,445.62
12/14/21	CC06-018	3578	Kalyn Essick				23.63		154,421.99
12/14/21	DP06-002	1034	BANK DEPOSIT	BANK DEPOSIT		3,734.50			158,156.49
12/15/21	CC06-019	3579	Oakbrook Corporation				4,483.28		153,673.21
12/15/21	CC06-020	3580	Deanna Watkins				850.00		152,823.21
12/21/21	CC06-021	3581	Megan Eagleberger				100.00		152,723.21
12/21/21	CC06-022	3582	Carmya Martell				300.00		152,423.21
12/21/21	CC06-023	3583	Baldwin's Hardware				51.00		152,372.21
12/21/21	DP06-003	1035	BANK DEPOSIT	BANK DEPOSIT		3,556.40			155,928.61
12/22/21	CC06-024	3584	PA FFA Association				1,715.00		154,213.61
12/24/21	AD06-001	605	D.Greer	NSF \$M.Ackley		(22.00)			154,191.61

Print Date: 07/07/2022

Print Time: 3:07:24PM

Page:

User: 13486



## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
12/31/21	AD06-002	606	D.Watkins	December Interest		6.71			154,198.32
01/03/22	CC07-001	3585	Randy Frye				760.90		153,437.42
01/03/22	CC07-002	3586	Katie Steever				430.13		153,007.29
01/03/22	CC07-003	3587	H. Rockwell and Son, Inc				12.50		152,994.79
01/03/22	CC07-004	3588	Tom Hojnowski				24.57		152,970.22
01/04/22	CC07-005	3589	Lyle Wesneski				300.00		152,670.22
01/04/22	CC07-006	3590	Randy Frye				150.00		152,520.22
01/05/22	CC07-007	3591	Randy Frye				212.51		152,307.71
01/05/22	CC07-008	3592	Lisa Cole				328.60		151,979.11
01/05/22	CC07-009	3593	Jen Seeley				25.00		151,954.11
01/07/22	CC07-010	3594	Ez Flex Sport Mats				1,014.68		150,939.43
01/07/22	CC07-011	3595	Chelsie Swartz				2,377.72		148,561.71
01/07/22	CC07-012	3596	Canton Area School District				1,235.43		147,326.28
01/07/22	DP07-001	1036	BANK DEPOSIT	BANK DEPOSIT		2,492.73			149,819.01
01/10/22	CC07-013	3597	Lillian Chamberlain				450.00		149,369.01
01/10/22	CC07-014	3598	Chelsie Swartz				1,164.30		148,204.71
01/11/22	CC07-015	3599	Lyle Wesneski				150.00		148,054.71
01/12/22	CC07-016	3600	Thompson Sports and Appa				600.00		147,454.71
01/12/22	CC07-017	3601	Mindy Tymeson				100.00		147,354.71
01/18/22	CC07-018	3602	Brandy McRoberts				258.06		147,096.65
01/18/22	DP07-002	1037	BANK DEPOSIT	BANK DEPOSIT		1,990.00			149,086.65
01/19/22	CC07-019	3603	Lyle Wesneski				150.00		148,936.65
01/19/22	CC07-020	3604	Randy Frye				182.99		148,753.66
01/19/22	CC07-021	3605	National FFA Organization				110.00		148,643.66
01/21/22	CC07-022	3606	Lisa Cole				328.60		148,315.06
01/21/22	CC07-023	3607	Festivals of Music				200.00		148,115.06
01/21/22	CC07-024	3608	Festivals of Music				200.00		147,915.06
01/21/22	CC07-025	3609	Benedict's Bus Service				975.00		146,940.06
01/26/22	CC07-026	3610	Thompson Sports and Appa				324.00		146,616.06
01/27/22	CC07-027	3611	Lyle Wesneski				150.00		146,466.06
01/31/22	AD07-001	607	Deanna Watkins	January Interest		13.91			146,479.97
01/31/22	CC07-028	3612	District IV				100.00		146,379.97
01/31/22	CC07-029	3613	Randy Frye				133.36		146,246.61
02/01/22	CC08-001	3614	Betty Johnson				100.00		146,146.61
02/02/22	CC08-002	3615	Thompson Sports and Appa				159.00		145,987.61
02/03/22	CC08-003	3616	Tom Hojnowski				450.00		145,537.61
02/03/22	CC08-004	3617	Canton Area School District				2,186.98		143,350.63
02/07/22	DP08-001	1038	BANK DEPOSIT	BANK DEPOSIT		8,648.05			151,998.68
02/08/22	CC08-005	3618	Krispy Kreme Donuts				2,762.00		149,236.68
02/08/22	CC08-006	3619	Tom Hojnowski				233.19		149,003.49
02/08/22	CC08-007	3620	Lisa Cole				351.00		148,652.49
02/09/22	CC08-008	3621	Stull's Flowers				44.52		148,607.97
02/09/22	CC08-009	3622	Oakbrook Corporation				60.70		148,547.27
02/09/22	CC08-010	3623	Chelsie Swartz				1,559.40		146,987.87
02/11/22	CC08-011	3624	Canton Area School District				220.18		146,767.69
02/11/22	CC08-012	3625	The Otto Bookstore				107.92		146,659.77
02/14/22	CC08-013	3626	PA FFA Association				540.00		146,119.77
02/14/22	CC08-014	3627	Cheyenne Bastian-Brown				500.00		145,619.77
02/16/22	CC08-015	3628	Kalyn Essick				33.77		145,586.00
02/16/22	CC08-016	3629	District 4 Coaches Assoc				100.00		145,486.00
02/16/22	CC08-017	3630	NTL Coaches Assoc				45.00		145,441.00
02/16/22	CC08-018	3631	Tyler Sechrist				186.94		145,254.06
02/22/22	CC08-019	3632	District IV				400.00		144,854.06
02/22/22	CC08-020	3633	Lisa Cole				346.52		144,507.54
02/22/22	CC08-021	3634	Jamie Huffman				28.26		144,479.28
02/22/22	CC08-022	3635	PA FCCLA				120.00		144,359.28
02/22/22	CC08-023	3636	Pee Jays Fresh Fruit				1,564.40		142,794.88
02/22/22	CC08-024	3637	Canton Area School District				8.00		142,786.88

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Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
02/22/22	DP08-002	1039	BANK DEPOSIT	BANK DEPOSIT		8,353.16			151,140.04
02/23/22	CC08-025	3638	HUDL				1,089.96		150,050.08
02/24/22	CC08-026	3639	PIAA District IV				200.00		149,850.08
02/28/22	AD08-001	608	Deanna Watkins	February Interest		31.22			149,881.30
02/28/22	CC08-027	3640	Freckled Moose				637.50		149,243.80
02/28/22	CC08-028	3641	Jamie Huffman				83.70		149,160.10
02/28/22	CC08-029	3642	Randy Frye				60.30		149,099.80
02/28/22	CC08-030	3643	National FFA Organization				121.00		148,978.80
03/04/22	CC09-001	3644	Kalyn Essick				36.79		148,942.01
03/04/22	CC09-002	3645	Randy Frye				67.62		148,874.39
03/04/22	CC09-002	3646	Lisa Cole				350.90		148,523.49
03/04/22	CC09-003	3647	Brandy McRoberts				92.89		148,430.60
03/04/22	DP09-001	1040	BANK DEPOSIT	BANK DEPOSIT		7,479.50			155,910.10
03/07/22	CC09-004	3648	Thompson Sports and Appa				544.00		155,366.10
03/07/22	CC09-005	3649	Moose's Enterprises LLC				302.10		155,064.00
03/07/22	CC09-006	3650	Stacey Segur				189.19		154,874.81
03/07/22	CC09-007	3651	Tammy MacWhinnie				56.66		154,818.15
03/07/22	CC09-008	3652	Chelsie Swartz				1,049.56		153,768.59
03/09/22	CC09-009	3653	Maple Ridge				2,000.00		151,768.59
03/10/22	CC09-010	3654	BSN SPORTS				1,470.00		150,298.59
03/15/22	CC09-011	3655	Marianna's Fundraisers				4,147.26		146,151.33
03/15/22	DP09-002	1041	BANK DEPOSIT	BANK DEPOSIT		15,160.25			161,311.58
03/18/22	CC09-012	3656	Canton Area School District				64.62		161,246.96
03/18/22	CC09-013	3657	Randy Frye				1,275.10		159,971.86
03/18/22	CC09-014	3658	Jen Seeley				300.00		159,671.86
03/18/22	CC09-015	3659	Benedict's Bus Service				560.00		159,111.86
03/18/22	CC09-016	3660	Michael Asbury				204.00		158,907.86
03/18/22	CC09-017	3661	Jacob Miller				504.00		158,403.86
03/18/22	CC09-018	3662	Jim Johnson				347.49		158,056.37
03/18/22	CC09-019	3663	Jamie Huffman				40.88		158,015.49
03/21/22	CC09-020	3664	Lisa Cole				342.04		157,673.45
03/21/22	CC09-021	3665	Randy Frye				31.48		157,641.97
03/21/22	CC09-022	3666	Chelsie Swartz				1,137.75		156,504.22
03/22/22	DP09-003	1042	BANK DEPOSIT	BANK DEPOSIT		6,916.15			163,420.37
03/23/22	CC09-023	3667	Randy Frye				46.07		163,374.30
03/25/22	CC09-024	3668	Flavorland				400.00		162,974.30
03/25/22	CC09-025	3669	Greg Bellows				88.67		162,885.63
03/25/22	CC09-026	3670	Kalyn Essick				50.91		162,834.72
03/30/22	CC09-027	3671	Chris Landis				47.95		162,786.77
03/30/22	CC09-028	3672	Lyle Wesneski				164.53		162,622.24
03/30/22	CC09-029	3673	Canton Lanes				130.00		162,492.24
03/30/22	CC09-030	3674	National FFA Organization				112.00		162,380.24
03/30/22	CC09-031	3675	Gertrude Hawk				2,588.06		159,792.18
03/30/22	CC09-032	3676	Randy Frye				262.51		159,529.67
03/30/22	CC09-033	3677	Tammy MacWhinnie				2,537.38		156,992.29
03/30/22	CC09-034	3678	Bazzini				3,003.60		153,988.69
03/30/22	DP09-004	1043	BANK DEPOSIT	BANK DEPOSIT		12,207.00			166,195.69
03/31/22	AD09-001	609	Deanna Watkins	March Interest		47.95			166,243.64
04/01/22	CC10-001	3679	Marcie Jennings				353.01		165,890.63
04/01/22	CC10-002	3680	Bazzini				600.00		165,290.63
04/01/22	CC10-003	3681	Lisa Cole				342.04		164,948.59
04/04/22	CC10-004	3682	Kalyn Essick				88.56		164,860.03
04/05/22	CC10-005	3683	Stull's Flowers				79.50		164,780.53
04/06/22	CC10-006	3684	Hayward Main Street Gourme				1,503.50		163,277.03
04/07/22	DP10-001	1044	BANK DEPOSIT	BANK DEPOSIT		15,191.05			178,468.08
04/11/22	CC10-007	3685	Krispy Kreme Donuts				3,686.50		174,781.58
04/12/22	CC10-008	3686	Randy Frye				291.08		174,490.50
04/12/22	CC10-009	3687	Lisa Cole				335.20		174,155.30

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04/12/22	CC10-010	3688	Maureen Martz				538.83		173,616.47
04/12/22	CC10-011	3689	Chelsie Swartz				8,405.55		165,210.92
04/12/22	DP10-002	1045	BANK DEPOSIT	BANK DEPOSIT		9,412.50			174,623.42
04/13/22	CC10-012	3690	Marcie Jennings				140.87		174,482.55
04/13/22	CC10-013	3691	Independent Sentinel				36.00		174,446.55
04/13/22	CC10-014	3692	Maya Larson				500.00		173,946.55
04/15/22	AD10-001	610	D. Greer	NSF \$ J Barrett		(260.00)			173,686.55
04/20/22	CC10-015	3693	Gettysburg Foundation				853.75		172,832.80
04/20/22	CC10-016	3694	Festivals of Music				2,705.00		170,127.80
04/20/22	CC10-017	3695	Canton Area School District				172.89		169,954.91
04/21/22	CC10-018	3696	Thompson Sports and Appa				600.00		169,354.91
04/22/22	CC10-019	3697	Festivals of Music				4,334.00		165,020.91
04/22/22	CC10-020	3698	Creative Cartooning				1,065.30		163,955.61
04/22/22	CC10-021	3699	Streamline Cheer				1,875.00		162,080.61
04/25/22	CC10-022	3700	Brandy McRoberts				59.85		162,020.76
04/25/22	CC10-023	3701	Celebrations cakes & confec				51.00		161,969.76
04/26/22	DP10-003	1046	BANK DEPOSIT	BANK DEPOSIT		5,841.90			167,811.66
04/28/22	CC10-024	3702	Ashlee Reitmeyer				223.42		167,588.24
04/29/22	CC10-025	3703	Bradley's Country Creamery				625.00		166,963.24
04/29/22	CC10-026	3704	Maureen Martz				336.82		166,626.42
04/29/22	CC10-027	3705	Carol Madill				25.00		166,601.42
04/29/22	CC10-028	3706	Lycoming College Music Dep				30.00		166,571.42
04/29/22	CC10-029	3707	Benedict's Bus Service				3,920.00		162,651.42
04/29/22	CC10-030	3708	Instrumentalist Awards LLC				77.00		162,574.42
04/29/22	CC10-031	3709	Kristen Page				21.19		162,553.23
04/30/22	AD10-002	613	Deanna Watkins	April Interest		91.48			162,644.71
05/02/22	AD11-001	611	Deanna Watkins	April Interest		91.48			162,736.19
05/02/22	AD11-002	612	Deanna Watkins	Interest added for wrong month			91.48		162,644.71
05/03/22	CC11-001	3710	Kristen Page				136.09		162,508.62
05/03/22	CC11-002	3712	Lisa Cole				271.84		162,236.78
05/03/22	MC11-006	3711	Kristen Page				136.09		162,100.69
05/04/22	CC11-003	3713	Stull's Flowers				81.00		162,019.69
05/05/22	CC11-004	3715	PA Friends of Ag Foundation				2,000.00		160,019.69
05/05/22	MC11-002	3710	Kristen Page				(136.09)		160,155.78
05/05/22	MC11-003	3715	PA Friends of Ag Foundation				(2,000.00)		162,155.78
05/06/22	CC11-005	3716	PA Friends of Ag Foundation				1,000.00		161,155.78
05/06/22	CC11-006	3717	Advantage Signs & Graphics				1,927.78		159,228.00
05/06/22	DP11-001	1047	BANK DEPOSIT	BANK DEPOSIT		21,482.13			180,710.13
05/12/22	CC11-007	3718	Canton Area School District				398.95		180,311.18
05/12/22	CC11-007	3719	Randy Frye				960.66		179,350.52
05/12/22	CC11-008	3720	Canton Area School District				49.08		179,301.44
05/12/22	CC11-009	3721	Canton Area School District				349.87		178,951.57
05/12/22	CC11-010	3722	Randy Frye				22.96		178,928.61
05/12/22	CC11-011	3723	Canton Area School District				937.70		177,990.91
05/12/22	MC11-004	3718	Canton Area School District				(398.95)		178,389.86
05/12/22	MC11-005	3719	Randy Frye				(960.66)		179,350.52
05/13/22	CC11-012	3724	Jenn Martin				100.00		179,250.52
05/13/22	CC11-013	3725	Lisa Cole				197.16		179,053.36
05/16/22	CC11-014	3726	Roof Jewelers & Awards				4.24		179,049.12
05/16/22	CC11-015	3727	Randy Frye				125.00		178,924.12
05/17/22	CC11-016	3728	Randy Frye				260.00		178,664.12
05/17/22	CC11-017	3729	Don Jacopetti				66.75		178,597.37
05/17/22	CC11-018	3730	Tom Hojnowski				88.00		178,509.37
05/17/22	CC11-019	3731	Bradford County FFA				80.00		178,429.37
05/18/22	CC11-020	3732	Casey Aylesworth				398.26		178,031.11
05/18/22	CC11-021	3733	Callie Gensel				280.85		177,750.26
05/18/22	CC11-022	3734	Aubree Route				58.04		177,692.22

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05/19/22	CC11-023	3735	Thompson Sports and Appa				1,337.00		176,355.22
05/19/22	CC11-024	3736	Tom Hojnowski				22.72		176,332.50
05/19/22	CC11-025	3737	Penn State				954.00		175,378.50
05/19/22	CC11-026	3738	Canton Area School District				37.26		175,341.24
05/19/22	CC11-027	3739	Trinity Acla				50.00		175,291.24
05/19/22	CC11-028	3740	Hayden Harkness				50.00		175,241.24
05/20/22	DP11-002	1048	BANK DEPOSIT	BANK DEPOSIT		33,131.60			208,372.84
05/23/22	CC11-029	3741	Zoe Payne				50.00		208,322.84
05/23/22	CC11-030	3742	Canton Elementary School				50.00		208,272.84
05/24/22	CC11-031	3743	Marianna's Foods				3,026.78		205,246.06
05/24/22	CC11-032	3744	Roof Jewelers & Awards				116.49		205,129.57
05/26/22	CC11-033	3745	Tim Kaltenbach				150.00		204,979.57
05/26/22	CC11-034	3746	Kumo Seafood Buffet				1,415.18		203,564.39
05/26/22	CC11-035	3747	Golden Corral				969.00		202,595.39
05/26/22	CC11-036	3748	Comfort Inn				9,054.50		193,540.89
05/26/22	CC11-037	3749	Tammy MacWhinnie				465.00		193,075.89
05/26/22	CC11-038	3750	Festivals of Music				182.00		192,893.89
05/26/22	CC11-039	3751	Theresa Beers				1,000.00		191,893.89
05/26/22	CC11-040	3752	Emmi Ward				500.00		191,393.89
05/26/22	DP11-003	1049	BANK DEPOSIT	BANK DEPOSIT		8,910.40			200,304.29
05/27/22	CC11-041	3753	Moose's Enterprises LLC				302.10		200,002.19
05/27/22	CC11-042	3754	Chelsie Swartz				3,354.62		196,647.57
05/27/22	CC11-043	3755	Jen Wile				55.86		196,591.71
05/27/22	CC11-044	3756	Tom Hojnowski				138.75		196,452.96
05/27/22	CC11-045	3757	Mariah Smith				375.48		196,077.48
05/27/22	CC11-046	3758	National FFA Organization				252.50		195,824.98
05/27/22	CC11-047	3759	Rekindle The Spirit				375.00		195,449.98
05/31/22	AD11-003	614	Deanna Watkins	May Interest		122.95			195,572.93
05/31/22	CC11-048	3760	Mindy Tymeson				655.08		194,917.85
05/31/22	CC11-049	3761	Chelsie Swartz				175.00		194,742.85
05/31/22	CC11-050	3762	Thompson Sports and Appa				9,164.00		185,578.85
05/31/22	CC11-051	3763	Athens Wrestling Club				400.00		185,178.85
05/31/22	CC11-052	3764	The Park Hotel				300.00		184,878.85
05/31/22	CC11-053	3765	Camille McRoberts				62.90		184,815.95
05/31/22	CC11-054	3766	Tom Hojnowski				35.13		184,780.82
05/31/22	CC11-055	3767	District 4 Coaches Assoc				80.00		184,700.82
05/31/22	DP11-004	1050	BANK DEPOSIT	BANK DEPOSIT		1,722.50			186,423.32
06/02/22	CC12-001	3768	Randy Frye				43.23		186,380.09
06/02/22	CC12-002	3769	Alexis Baldwin				2,250.00		184,130.09
06/02/22	CC12-003	3770	Theresa Beers				575.00		183,555.09
06/02/22	CC12-004	3771	Sarah Begg				100.00		183,455.09
06/02/22	CC12-005	3772	Tessa Bobb				100.00		183,355.09
06/02/22	CC12-006	3773	Hunter Chaapel				250.00		183,105.09
06/02/22	CC12-007	3774	Cordell Davy				450.00		182,655.09
06/02/22	CC12-008	3775	Megan Eagleberger				2,000.00		180,655.09
06/02/22	CC12-009	3776	Conner Foust				100.00		180,555.09
06/02/22	CC12-010	3777	Trisha Gilbert				500.00		180,055.09
06/02/22	CC12-011	3778	William Gowin				2,200.00		177,855.09
06/02/22	CC12-012	3779	Hunter Hartford				725.00		177,130.09
06/02/22	CC12-013	3780	Marissa Hess				250.00		176,880.09
06/02/22	CC12-014	3781	Cooper Kitchen				150.00		176,730.09
06/02/22	CC12-015	3782	Kylie Landon				25.00		176,705.09
06/02/22	CC12-016	3783	Rachel Martin				100.00		176,605.09
06/02/22	CC12-017	3784	Morgan Grace Mays				175.00		176,430.09
06/02/22	CC12-018	3785	Gavin Morse				2,250.00		174,180.09
06/02/22	CC12-019	3786	Michael Skipper				900.00		173,280.09
06/02/22	CC12-020	3787	Mason Stiner				750.00		172,530.09
06/02/22	CC12-021	3788	Emmi Ward				550.00		171,980.09

**ACCOUNT ANALYSIS REPORT - DETAIL**

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Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
06/02/22	CC12-022	3789	Chayton Wesneski				100.00		171,880.09
06/02/22	CC12-023	3790	Caiden Williams				2,650.00		169,230.09
06/02/22	CC12-024	3791	Olivia Williams				550.00		168,680.09
06/02/22	CC12-025	3792	Alexia Zeigler				300.00		168,380.09
06/03/22	CC12-026	3793	Alexis Baldwin				2,250.00		166,130.09
06/03/22	CC12-027	3794	Kerrick Hughes				100.00		166,030.09
06/03/22	CC12-028	3795	Michael Skipper				500.00		165,530.09
06/03/22	CC12-029	3796	Kerrick Hughes				100.00		165,430.09
06/03/22	MC12-001	3769	Alexis Baldwin				(2,250.00)		167,680.09
06/03/22	MC12-002	3794	Kerrick Hughes				(100.00)		167,780.09
06/06/22	CC12-030	3797	Tom Hojnowski				39.33		167,740.76
06/06/22	CC12-031	3798	South Williamsport FCCLA				135.00		167,605.76
06/06/22	CC12-032	3799	Don Jacopetti				280.43		167,325.33
06/06/22	CC12-033	3800	Jim MacDonald				1,616.00		165,709.33
06/06/22	CC12-034	3801	Jenn Seeley				160.00		165,549.33
06/06/22	CC12-035	3802	Cindy Yellenic				79.00		165,470.33
06/06/22	CC12-036	3803	Canton Area School District				776.54		164,693.79
06/06/22	CC12-037	3804	Flavorland				42.19		164,651.60
06/06/22	CC12-038	3805	Stull's Flowers				235.00		164,416.60
06/07/22	DP12-001	1051	BANK DEPOSIT	BANK DEPOSIT		8,647.00			173,063.60
06/08/22	AD12-003	617	D.Watkins	Bank Error			67.69		172,995.91
06/08/22	CC12-039	3806	Streamline Cheer				1,875.00		171,120.91
06/08/22	CC12-040	3807	Canton Cafeteria				80.92		171,039.99
06/09/22	CC12-041	3808	Mansfield University				1,000.00		170,039.99
06/14/22	DP12-002	1052	BANK DEPOSIT	BANK DEPOSIT		2,550.00			172,589.99
06/22/22	DP12-003	1053	BANK DEPOSIT	BANK DEPOSIT		300.00			172,889.99
06/27/22	AD12-001	615	D. Greer	Entered Deposit Twice			300.00		172,589.99
06/27/22	DP12-004	1054	BANK DEPOSIT	BANK DEPOSIT		300.00			172,889.99
06/27/22	DP12-005	1055	BANK DEPOSIT	BANK DEPOSIT		300.00			173,189.99
06/30/22	AD12-002	616	D.Watkins	June Interest		181.67			173,371.66
					<u>170,009.04</u>	<u>251,274.14</u>	<u>247,911.52</u>	<u>0.00</u>	<u>173,371.66</u>
<b>Total Cash Accounts</b>					<u>170,009.04</u>	<u>251,274.14</u>	<u>247,911.52</u>	<u>0.00</u>	<u>173,371.66</u>

**Other Accounts**

Account: 2000 Disco Club

Advisor: Donnie Jacopetti

Beginning Balance

				390.48
<u>390.48</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>390.48</u>

Account: 2002 Band Front

Advisor: Amber Girardi

Beginning Balance

				143.02
<u>143.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>143.02</u>

Account: 2003 FCCLA

Advisor: Maureen Martz

Beginning Balance

								116.19
09/21/21	DP03-003	1026	FCCLA - 2021026	Bake Sale		98.90		215.09
10/14/21	CC04-013	3516	Canton Area School District	Reimburse for Tops Purchases			77.82	137.27
10/15/21	DP04-002	1028	FCCLA - 2021041	Membership Dues		140.00		277.27
10/22/21	DP04-004	1030	FCCLA - 2021050	Membership Dues		100.00		377.27
10/22/21	DP04-004	1030	FCCLA - 2021051	Bake Sale		85.09		462.36
11/22/21	CC05-021	3555	Canton Area School District	Reimburse for supplies			140.46	321.90
11/22/21	DP05-002	1032	FCCLA - 2021066	Fire Dept. Banquet		250.00		571.90
02/11/22	CC08-011	3624	Canton Area School District	Reimburse for Tops Purchases			220.18	351.78
02/22/22	CC08-022	3635	PA FCCLA	Regional Leadership Reg. (6)			120.00	231.78
03/18/22	CC09-012	3656	Canton Area School District	Reimburse - Tops Card			64.62	167.16

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
04/07/22	DP10-001	1044	FCCLA - 2021174	Bubble Tea/Lemonade \$		65.00			232.10
04/12/22	CC10-010	3688	Maureen Martz	RReimburse - Fundraiser Suppli			538.83		(306.73)
04/12/22	DP10-002	1045	FCCLA - 2021179	Chamber Meal		200.00			(106.73)
04/12/22	DP10-002	1045	FCCLA - 2021184	National 21 Reimbursement		1,000.00			893.27
04/20/22	CC10-017	3695	Canton Area School District	Reimburse - groceries at Tops			172.89		720.38
04/26/22	DP10-003	1046	FCCLA - 2021189	Bubble Tea/Lemonade \$		330.00			1,050.38
04/29/22	CC10-026	3704	Maureen Martz	FOFTYA Supplies			336.82		713.56
04/29/22	TR10-002	333	Tom Hojnowski	FOFTYA Food and Prep				694.51	1,408.07
05/06/22	DP11-001	1047	FCCLA - 2021195	Bubble Tea/Lemonade \$		100.00			1,508.07
05/12/22	CC11-007	3719	Randy Frye	Reimburse for Tops card			937.70		570.37
05/12/22	CC11-011	3723	Canton Area School District	Reimburse for purchases on Top			937.70		(367.33)
05/12/22	MC11-005	3719	Randy Frye	Reimburse for Tops card			(937.70)		570.37
05/20/22	DP11-002	1048	FCCLA - 2021201	Bubble Tea/Lemonade \$		70.00			640.37
05/26/22	DP11-003	1049	FCCLA - 2021217	Tyler Engel Expenses		1,785.00			2,425.37
05/27/22	CC11-041	3753	Moose's Enterprises LLC	FCCLA Plaques			302.10		2,123.27
06/06/22	CC12-031	3798	South Williamsport FCCLA	FCCLA Jackets (3)			135.00		1,988.27
06/07/22	DP12-001	1051	FCCLA - 2021223	Donation		1,000.00			2,988.27
06/07/22	DP12-001	1051	FCCLA - 2021229	Bubble Tea/Lemonade \$		15.00			3,003.27
06/14/22	DP12-002	1052	FCCLA - 2021236	Alumni		950.00			3,953.27
					116.19	6,188.99	3,046.42	694.51	3,953.27

**Account: 2004 Baseball Team Club**  
 Beginning Balance

**Advisor: Robert Rockwell**

				776.67
776.67	0.00	0.00	0.00	776.67

**Account: 2005 Track Team**

**Advisor: Casey Aylesworth**

			Beginning Balance						5,138.00
03/10/22	CC09-010	3654	BSN SPORTS	Quarterzips			1,470.00		3,668.00
03/15/22	DP09-002	1041	Track - 2021145	Funraiser & Coat \$	4,849.00				8,517.00
03/30/22	CC09-031	3675	Gertrude Hawk	Gertrude Hawk Fundraiser			2,588.06		5,928.94
05/04/22	CC11-003	3713	Stull's Flowers	Senior Night Flowers			58.50		5,870.44
05/18/22	CC11-020	3732	Casey Aylesworth	Reimburse-drinks/snacks/ awards			398.26		5,472.18
05/26/22	DP11-003	1049	Track - 2021219	Left over \$	92.00				5,564.18
					5,138.00	4,941.00	4,514.82	0.00	5,564.18

**Account: 2008 Cheerleading**

**Advisor: Kelly Davis**

			Beginning Balance						792.11
09/21/21	DP03-003	1026	Cheerleading - 2021030	Program Sales	140.00				932.11
11/04/21	CC05-007	3541	Stull's Flowers	Pay for Sr. Night Flowers			18.00		914.11
12/14/21	DP06-002	1034	Football Cheer - 2021084	Program Sales	220.00				1,134.11
05/24/22	CC11-032	3744	Roof Jewelers & Awards	5 keychains & 1 pocket knife			58.00		1,076.11
					792.11	360.00	76.00	0.00	1,076.11

**Account: 2009 Cheerleading-wrestling**

**Advisor: Marcie Jennings**

			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00

**Account: 2018 Commencement**

**Advisor: Donnie Jacopetti**

			Beginning Balance						35,725.97
07/29/21	DP01-001	1022	Commencement - 2021003	Grad Award \$	50.00				35,775.97
09/27/21	CC03-015	3491	Susquehanna University	Mott Award-Cameron Bellows			5,000.00		30,775.97
09/27/21	CC03-016	3492	Penn State University	Mott Award-Evert DeKnect			5,000.00		25,775.97
09/27/21	CC03-017	3493	Penn State University	Mott Award-Evan Landis			5,000.00		20,775.97

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
09/27/21	CC03-018	3494	Penn State University	Mott Award-Isaac Landis			5,000.00		15,775.97
09/27/21	CC03-019	3495	University of Pittsburgh	Mott Award-Joel Schoonover			5,000.00		10,775.97
09/27/21	CC03-020	3496	Penn State University	Mott Award-Cheyenne Bastian-B			5,000.00		5,775.97
09/27/21	CC03-021	3497	Penn State University	Mott Award-Evert DeKnecht			5,000.00		775.97
09/27/21	CC03-022	3498	Penn State University	Mott Award-Evan Landis			5,000.00		(4,224.03)
09/27/21	MC03-001	3492	Penn State University	Mott Award-Evert DeKnecht			(5,000.00)		775.97
09/27/21	MC03-001	3493	Penn State University	Mott Award-Evan Landis			(5,000.00)		5,775.97
12/21/21	CC06-022	3582	Carmya Martell	CAEA Award - Education			300.00		5,475.97
01/10/22	CC07-013	3597	Lillian Chamberlain	Clara Smiley Mem. Award			450.00		5,025.97
03/15/22	DP09-002	1041	Commencement - 2021144	Award \$		1,000.00			6,025.97
03/30/22	DP09-004	1043	Commencement - 2021161	Grad Award \$		300.00			6,325.97
04/07/22	DP10-001	1044	Commencement - 2021165	Grad Award \$		1,050.00			7,375.97
04/12/22	DP10-002	1045	Commencement - 2021178	Grad Award \$		775.00			8,150.97
04/13/22	CC10-014	3692	Maya Larson	Mill Burk Memorial			500.00		7,650.97
04/26/22	DP10-003	1046	Commencement - 2021186	Grad Award \$		3,550.00			11,200.97
05/06/22	DP11-001	1047	Commencement - 2021191	Grad Award \$		13,300.00			24,500.97
05/19/22	CC11-027	3739	Trinity Acla	Lund Fund-6th grade sci. award			50.00		24,450.97
05/19/22	CC11-028	3740	Hayden Harkness	Lund Fund-6th grade sci.award			50.00		24,400.97
05/20/22	DP11-002	1048	Commencement - 2021200	Grad Award \$		25,125.00			49,525.97
05/23/22	CC11-029	3741	Zoe Payne	Mary Harrison Memorial Award			50.00		49,475.97
05/23/22	CC11-030	3742	Canton Elementary School	Books for Mary Harrison Memori			50.00		49,425.97
05/26/22	DP11-003	1049	Commencement - 2021211	Grad Award \$		3,300.00			52,725.97
06/02/22	CC12-002	3769	Alexis Baldwin	Graduation Award \$			2,250.00		50,475.97
06/02/22	CC12-003	3770	Theresa Beers	Graduation Award \$			575.00		49,900.97
06/02/22	CC12-004	3771	Sarah Begg	Graduation Award \$			100.00		49,800.97
06/02/22	CC12-005	3772	Tessa Bobb	Graduation Award \$			100.00		49,700.97
06/02/22	CC12-006	3773	Hunter Chaapel	Graduation Award \$			250.00		49,450.97
06/02/22	CC12-007	3774	Cordell Davy	Graduation Award \$			450.00		49,000.97
06/02/22	CC12-008	3775	Megan Eagleberger	Graduation Award \$			2,000.00		47,000.97
06/02/22	CC12-009	3776	Conner Foust	Graduation Award \$			100.00		46,900.97
06/02/22	CC12-010	3777	Trisha Gilbert	Graduation Award \$			500.00		46,400.97
06/02/22	CC12-011	3778	William Gowin	Graduation Award \$			2,200.00		44,200.97
06/02/22	CC12-012	3779	Hunter Hartford	Graduation Award \$			725.00		43,475.97
06/02/22	CC12-013	3780	Marissa Hess	Graduation Award \$			250.00		43,225.97
06/02/22	CC12-014	3781	Cooper Kitchen	Graduation Award \$			150.00		43,075.97
06/02/22	CC12-015	3782	Kylie Landon	Graduation Award \$			25.00		43,050.97
06/02/22	CC12-016	3783	Rachel Martin	Graduation Award \$			100.00		42,950.97
06/02/22	CC12-017	3784	Morgan Grace Mays	Graduation Award \$			175.00		42,775.97
06/02/22	CC12-018	3785	Gavin Morse	Graduation Award \$			2,250.00		40,525.97
06/02/22	CC12-019	3786	Michael Skipper	Graduation Award \$			900.00		39,625.97
06/02/22	CC12-020	3787	Mason Stiner	Graduation Award \$			750.00		38,875.97
06/02/22	CC12-021	3788	Emmi Ward	Graduation Award \$			550.00		38,325.97
06/02/22	CC12-022	3789	Chayton Wesneski	Graduation Award \$			100.00		38,225.97
06/02/22	CC12-023	3790	Caiden Williams	Graduation Award \$			2,650.00		35,575.97
06/02/22	CC12-024	3791	Olivia Williams	Graduation Award \$			550.00		35,025.97
06/02/22	CC12-025	3792	Alexia Zeigler	Graduation Award \$			300.00		34,725.97
06/03/22	CC12-026	3793	Alexis Baldwin	Graduation Award \$			2,250.00		32,475.97
06/03/22	CC12-027	3794	Kerrick Hughes	Graduation Award \$			100.00		32,375.97
06/03/22	CC12-028	3795	Michael Skipper	Graduation Award \$			500.00		31,875.97
06/03/22	CC12-029	3796	Kerrick Hughes	Graduation Award \$			100.00		31,775.97
06/03/22	MC12-001	3769	Alexis Baldwin	Graduation Award \$			(2,250.00)		34,025.97
06/03/22	MC12-002	3794	Kerrick Hughes	Graduation Award \$			(100.00)		34,125.97

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
06/06/22	TR12-002	336	Tammy MacWhinnie	Graduation Award \$				50.00	34,175.97
06/06/22	TR12-003	337	Tom Hojnowski	Graduation Award \$				500.00	34,675.97
06/09/22	CC12-041	3808	Mansfield University	Ministers Award for Will Gowin			1,000.00		33,675.97
					<u>35,725.97</u>	<u>48,450.00</u>	<u>51,050.00</u>	<u>550.00</u>	<u>33,675.97</u>

**Account: 2020 Crimson Echo**

**Advisor: Nicole Gordon**

Beginning Balance

				0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2022 Football Club**

**Advisor: Tyler Sechrist**

Beginning Balance

									3,340.79
07/27/21	CC01-005	3456	Thompson Sports and Appa	Regulate Softshell Jacket			250.00		3,090.79
07/27/21	CC01-007	3458	Brock Kitchen	Triple Wrist Coach (20)			148.38		2,942.41
07/27/21	CC01-010	3461	Tyler Sechrist	Personalized tumblers & suppli			452.31		2,490.10
07/29/21	DP01-001	1022	Football Club - 2021002	Golf Tourney		1,592.00			4,082.10
08/10/21	CC02-003	3468	Tyler Sechrist	Movie theater- Football Camp			175.00		3,907.10
08/12/21	CC02-004	3469	Hi Rise Camera	Hi Rise Camera Gear			2,777.07		1,130.03
08/18/21	CC02-006	3471	Tyler Sechrist	Reimbursement for kicking shoe			159.90		970.13
08/24/21	DP02-001	1023	Football - 2021007	Donations		300.00			1,270.13
09/03/21	DP03-001	1024	Football - 2021010	50/50 from 8/28		469.00			1,739.13
09/14/21	DP03-002	1025	Football - 2021014	50/50 from 9/3		306.00			2,045.13
09/14/21	DP03-002	1025	Football - 2021022	Fundraiser Profit		225.00			2,270.13
09/14/21	DP03-002	1025	Football - 2021023	Donation		500.00			2,770.13
09/16/21	CC03-005	3481	Blayne Wesneski	Reim for Batteries			23.47		2,746.66
09/21/21	DP03-003	1026	Football - 2021027	50/50 from 9/17		370.00			3,116.66
09/25/21	CC03-012	3488	Tyler Sechrist	Reimburse for Pizza			71.00		3,045.66
09/28/21	CC03-024	3500	Kids Can't Fight Cancer Alon	Donation			500.00		2,545.66
10/01/21	DP04-001	1027	Football - 2021034	50/50 from 9/27		284.00			2,829.66
10/28/21	CC04-030	3533	Canton Area School District	Reimburse for Charter Bus			505.00		2,324.66
11/04/21	CC05-007	3541	Stull's Flowers	Pay for Sr Night Flowers			27.00		2,297.66
11/22/21	DP05-002	1032	Football - 2021073	Donation		100.00			2,397.66
12/10/21	CC06-008	3568	BSN SPORTS	Pay for Game Pants			1,999.00		398.66
12/14/21	CC06-014	3574	Tyler Kropf	Pay for filming games			240.00		158.66
12/14/21	CC06-015	3575	Chayton Wesneski	Pay for Filming games			280.00		(121.34)
12/14/21	CC06-016	3576	Guy Kapichok	Intro Video/Highligh DVD			100.00		(221.34)
12/14/21	DP06-002	1034	Football - 2021082	Donations		500.00			278.66
12/21/21	DP06-003	1035	Football - 2021090	Donation		1,000.00			1,278.66
02/16/22	CC08-018	3631	Tyler Sechrist	Reimburse - Superbowl			186.94		1,091.72
02/22/22	DP08-002	1039	Football - 2021125	Rialto Fundraiser		438.00			1,529.72
02/23/22	CC08-025	3638	HUDL	HUDL Silver and Play Tools			1,089.96		439.76
03/30/22	DP09-004	1043	Football - 2021159	Chicken & Bisquit \$		7,067.00			7,506.76
04/13/22	CC10-013	3691	Independent Sentinel	Chicken & Biscuit Fundraiser A			36.00		7,470.76
05/31/22	CC11-050	3762	Thompson Sports and Appa	Team Jackets (49)			5,608.00		1,862.76
05/31/22	CC11-055	3767	District 4 Coaches Assoc	Coaches Combine			80.00		1,782.76
06/07/22	DP12-001	1051	Football - 2021225	Golf Tournament		1,845.00			3,627.76
06/14/22	DP12-002	1052	Football - 2021234	Jackets Reimbursement		1,150.00			4,777.76
					<u>3,340.79</u>	<u>16,146.00</u>	<u>14,709.03</u>	<u>0.00</u>	<u>4,777.76</u>

**Account: 2024 French Club**

**Advisor: Kay Homer**

Beginning Balance

				0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2025 Future Farmers of Am**

**Advisor: Tom Hojnowski**



## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
			Beginning Balance						11,330.74
07/27/21	CC01-004	3455	Tom Hojnowski	Nat'l Chorus Application			40.00		11,290.74
07/27/21	CC01-009	3460	National FFA Organization	Banner			120.00		11,170.74
07/28/21	CC01-012	3463	Tom Hojnowski	FFA Scrapbook Photos			33.25		11,137.49
08/05/21	CC02-001	3466	Baldwin's Hardware	Display covering plastic			53.99		11,083.50
09/10/21	CC03-001	3477	P and W Lumber	Lumber			101.36		10,982.14
09/14/21	DP03-002	1025	FFA - 2021018	Tri County Corn Hut Vouchers		23.00			11,005.14
09/14/21	DP03-002	1025	FFA - 2021019	Public Speaking Award		27.50			11,032.64
09/27/21	CC03-014	3490	Rockwell and Son, Inc	Pay for Pro Mix-Landscape			66.51		10,966.13
09/30/21	CC03-027	3503	Pennsylvania FFA Associat	21-22 Affiliation Fees			540.00		10,426.13
10/01/21	DP04-001	1027	FFA - 2021033	AG Progress Day Volunteer		32.00			10,458.13
10/05/21	CC04-002	3505	National FFA Organization	Pay for Registration Fee			180.00		10,278.13
10/11/21	CC04-009	3512	Kevin Morgan	Reimburse for parking pass for			75.00		10,203.13
10/28/21	CC04-029	3532	Tom Hojnowski	Reimburse for Livestock and Ho			200.00		10,003.13
11/01/21	CC05-001	3535	H. Rockwell and Son, Inc	Pay for Chicken Feed			23.20		9,979.93
11/20/21	CC05-015	3549	H. Rockwell and Son, Inc	Pay for Chicken Feed			23.20		9,956.73
11/20/21	CC05-016	3550	Baldwin's Hardware	Pay for Greenhouse Supplies			37.89		9,918.84
11/20/21	MC05-001	3550	Baldwin's Hardware	Pay for Greenhouse Supplies			(37.89)		9,956.73
11/22/21	CC05-019	3553	Baldwin's Hardware	Greenhouse-Weather/Soil			26.99		9,929.74
11/22/21	CC05-020	3554	Pee Jays Fresh Fruit	Pay for Fruit			3,254.63		6,675.11
11/22/21	DP05-002	1032	FFA - 2021070	Fruit Sale Fundraiser		4,704.00			11,379.11
12/03/21	DP06-001	1033	FFA - 2021080	Fruit Sales		122.00			11,501.11
12/13/21	CC06-011	3571	National FFA Organization	Pay for Scrap Book			135.00		11,366.11
12/21/21	CC06-023	3583	Baldwin's Hardware	Pay for farm show landscape			51.00		11,315.11
12/22/21	CC06-024	3584	PA FFA Association	Pay for ACES			1,715.00		9,600.11
01/03/22	CC07-003	3587	H. Rockwell and Son, Inc	Landscape/Greenhouse			12.50		9,587.61
01/03/22	CC07-004	3588	Tom Hojnowski	Reimburse for Trout Tank Parts			24.57		9,563.04
01/07/22	DP07-001	1036	FFA - 2021096	ACES		540.00			10,103.04
01/07/22	DP07-001	1036	FFA - 2021099	Ag Lab		500.00			10,603.04
01/07/22	DP07-001	1036	FFA - 2021103	Rebate Fruit		28.00			10,631.04
01/18/22	CC07-018	3602	Brandy McRoberts	Reimburse - Landscaping Materi			258.06		10,372.98
01/18/22	DP07-002	1037	FFA - 2021106	D. Jackson Jacket Sponsor		121.00			10,493.98
01/19/22	CC07-021	3605	National FFA Organization	Scrapbook Supplies			110.00		10,383.98
02/03/22	CC08-003	3616	Tom Hojnowski	ACES Refund			450.00		9,933.98
02/08/22	CC08-006	3619	Tom Hojnowski	RReimburse - Filter			233.19		9,700.79
02/14/22	CC08-013	3626	PA FFA Association	SLLC			540.00		9,160.79
02/14/22	CC08-014	3627	Cheyenne Bastian-Brown	Repsol Scholarship			500.00		8,660.79
02/22/22	CC08-023	3636	Pee Jays Fresh Fruit	Strawberry Sale			1,564.40		7,096.39
02/22/22	DP08-002	1039	FFA - 2021129	ACES Returned		45.00			7,141.39
02/22/22	DP08-002	1039	FFA - 2021130	Strawberry/Butterbraid Fundrai		3,030.00			10,171.39
02/28/22	CC08-027	3640	Freckled Moose	Butter Braid Fundraiser			637.50		9,533.89
02/28/22	CC08-030	3643	National FFA Organization	Jackets			121.00		9,412.89
03/04/22	CC09-003	3647	Brandy McRoberts	FFA Breakfast purchases			92.89		9,320.00
03/04/22	DP09-001	1040	FFA - 2021136	Breakfast		106.00			9,426.00
03/15/22	DP09-002	1041	FFA - 2021140	Strawberry \$		83.00			9,509.00
03/30/22	CC09-030	3674	National FFA Organization	Polo Shirts/Grad Sashes			112.00		9,397.00
03/30/22	DP09-004	1043	FFA - 2021157	Lions Club Donation		500.00			9,897.00
03/30/22	DP09-004	1043	FFA - 2021158	Farm Show Premiums		207.00			10,104.00
04/07/22	DP10-001	1044	FFA - 2021168	Good View Farm		500.00			10,604.00

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
04/26/22	DP10-003	1046	FFA - 2021187	Garden Club Donations		100.00			10,704.00
04/29/22	CC10-025	3703	Bradley's Country Creamery	Milk From Our Farms to Your Ar			625.00		10,079.00
04/29/22	CC10-031	3709	Kristen Page	FOFTYA Edu. Materials			21.19		10,057.81
04/29/22	TR10-002	333	Tom Hojnowski	FOFTYA Food and Prep				(694.51)	9,363.30
05/03/22	CC11-001	3710	Kristen Page	FOFTYA Ed. Materials			136.09		9,227.21
05/03/22	MC11-006	3711	Kristen Page	FOFTYA ED Material			136.09		9,091.12
05/05/22	CC11-004	3715	PA Friends of Ag Foundation	Mobile Ag Lab			1,000.00		8,091.12
05/05/22	CC11-004	3715	PA Friends of Ag Foundation	Mobile Ag Lab			1,000.00		7,091.12
05/05/22	MC11-002	3710	Kristen Page	FOFTYA Ed. Materials			(136.09)		7,227.21
05/05/22	MC11-003	3715	PA Friends of Ag Foundation	Mobile Ag Lab			(1,000.00)		8,227.21
05/05/22	MC11-003	3715	PA Friends of Ag Foundation	Mobile Ag Lab			(1,000.00)		9,227.21
05/06/22	CC11-005	3716	PA Friends of Ag Foundation	Mobile Ag Lab			1,000.00		8,227.21
05/06/22	DP11-001	1047	FFA - 2021192	Mobile Ag Lab & Farms to your		750.00			8,977.21
05/17/22	CC11-018	3730	Tom Hojnowski	Reimburse-FFA Banquet			88.00		8,889.21
05/17/22	CC11-019	3731	Bradford County FFA	County Banquet Membership			80.00		8,809.21
05/18/22	CC11-022	3734	Aubree Route	Reimburse-Job Fair			58.04		8,751.17
05/19/22	CC11-024	3736	Tom Hojnowski	Reimburse-Rolls for banquet			22.72		8,728.45
05/19/22	CC11-025	3737	Penn State	Summer Convention Registration			954.00		7,774.45
05/19/22	CC11-026	3738	Canton Area School District	Reimburse-purchases on Tops ca			37.26		7,737.19
05/27/22	CC11-044	3756	Tom Hojnowski	Reimburse-Envirothon Meals			138.75		7,598.44
05/27/22	CC11-046	3758	National FFA Organization	Chapter Plaques			252.50		7,345.94
05/31/22	CC11-053	3765	Camille McRoberts	Reimburse-FFA Scrapbook Suppli			62.90		7,283.04
05/31/22	CC11-054	3766	Tom Hojnowski	Reimburse-banquet rolls & scra			35.13		7,247.91
06/06/22	CC12-030	3797	Tom Hojnowski	Reimburse-scrapbook supplies			39.33		7,208.58
06/06/22	TR12-003	337	Tom Hojnowski	Graduation Award \$				(500.00)	6,708.58
06/07/22	DP12-001	1051	FFA - 2021226	Troy Fair		75.00			6,783.58
					11,330.74	11,493.50	14,846.15	(1,194.51)	6,783.58

## Account: 2028 Grapplers

## Advisor: Lyle Wesneski

			Beginning Balance						5,096.40
07/29/21	DP01-001	1022	Grapplers - 2021005	Golf Tourney		3,746.00			8,842.40
09/14/21	DP03-002	1025	Grapplers - 2021020	Golf Sponsors		2,300.00			11,142.40
10/06/21	CC04-004	3507	Scrap Life	Singlets			3,744.00		7,398.40
10/22/21	DP04-004	1030	Grapplers - 2021053	Golf Sponsors		350.00			7,748.40
01/04/22	CC07-005	3589	Lyle Wesneski	Food \$ for IUP Tournament			300.00		7,448.40
01/07/22	CC07-012	3596	Canton Area School District	Reiburse for Rooms @ Indiana T			1,235.43		6,212.97
01/07/22	DP07-001	1036	Grapplers - 2021100	Wrestling Programs		44.00			6,256.97
01/11/22	CC07-015	3599	Lyle Wesneski	Food \$ For New Oxford			150.00		6,106.97
01/19/22	CC07-019	3603	Lyle Wesneski	Food \$ Clearfield Duals			150.00		5,956.97
01/27/22	CC07-027	3611	Lyle Wesneski	Food \$ for Clearfield Tourname			150.00		5,806.97
02/07/22	DP08-001	1038	Grapplers - 2021117	Program \$		49.00			5,855.97
02/16/22	CC08-016	3629	District 4 Coaches Assoc	Membership Fees			100.00		5,755.97
02/16/22	CC08-017	3630	NTL Coaches Assoc	Yearly Dues			45.00		5,710.97
03/07/22	CC09-005	3649	Moose's Enterprises LLC	Wesneski Banner			302.10		5,408.87
03/30/22	CC09-027	3671	Chris Landis	Reimburse-Pizza for banquet			47.95		5,360.92
03/30/22	CC09-028	3672	Lyle Wesneski	Reimburse-Pizza for banquet			164.53		5,196.39

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
03/30/22	CC09-029	3673	Canton Lanes	Wrestling Banquet			130.00		5,066.39
05/04/22	CC11-003	3713	Stull's Flowers	Senior Night Flowers			4.50		5,061.89
05/31/22	CC11-050	3762	Thompson Sports and Appa	Team Jackets (21)			3,556.00		1,505.89
05/31/22	CC11-051	3763	Athens Wrestling Club	Athens Tournament			400.00		1,105.89
06/07/22	DP12-001	1051	Grapplers - 2021230	Jacket \$		3,500.00			4,605.89
06/14/22	DP12-002	1052	Grapplers - 2021235	Jacket Reimbursement		450.00			5,055.89
					<b>5,096.40</b>	<b>10,439.00</b>	<b>10,479.51</b>	<b>0.00</b>	<b>5,055.89</b>
<b>Account: 2029 Greenhouse Group</b>					<b>Advisor: Deb Fitzwater</b>				
Beginning Balance									0.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account: 2030 Hoopsters/Varsity Boys B-ball</b>					<b>Advisor: Brock Kitchen</b>				
Beginning Balance									82.18
					<b>82.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>82.18</b>
<b>Account: 2031 Hoopster/Grapplers</b>					<b>Advisor: Ron Kirby and Tim Ward</b>				
Beginning Balance									0.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account: 2032 Hot Shots/Jr High Girls B-ball</b>					<b>Advisor: Ryan VanNoy</b>				
Beginning Balance									0.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account: 2033 Interact</b>					<b>Advisor: Rich Harstead</b>				
Beginning Balance									0.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account: 2034 Junior Ladies/Jr High V-ball</b>					<b>Advisor: Jackie Thompson</b>				
Beginning Balance									822.67
10/22/21	CC04-023	3526	NIKI MARBAKER	Reimburse for Pizza			38.12		784.55
					<b>822.67</b>	<b>0.00</b>	<b>38.12</b>	<b>0.00</b>	<b>784.55</b>
<b>Account: 2036 Letterman Club -Academic</b>					<b>Advisor: Jessica Watson</b>				
Beginning Balance									0.00
					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Account: 2037 Lettermen- Athletic</b>					<b>Advisor: Bob Rockwell</b>				
Beginning Balance									29.90
					<b>29.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29.90</b>
<b>Account: 2038 Music-Instrumental</b>					<b>Advisor: Tammy MacWhinnie</b>				
Beginning Balance									221.48
09/03/21	DP03-001	1024	Music-Instrumental - 202101	Polo Shirts		95.00			316.48
09/25/21	CC03-009	3485	Thompson Sports and Appa	Pay for Polo Shirts			270.00		46.48
11/04/21	CC05-007	3541	Stull's Flowers	Pay for Sr. Night Flowers			18.00		28.48
11/22/21	DP05-002	1032	Music-Instrumental - 202107	Halloween 2021 Participation		250.00			278.48
11/24/21	CC05-025	3559	Tammy MacWhinnie	Reimburse for food/supplies			264.49		13.99
11/24/21	CC05-026	3560	Tammy MacWhinnie	Reimburse for supplies/food			264.49		(250.50)
11/24/21	MC05-003	3559	Tammy MacWhinnie	Reimburse for food/supplies			(264.49)		13.99
					<b>221.48</b>	<b>345.00</b>	<b>552.49</b>	<b>0.00</b>	<b>13.99</b>
<b>Account: 2039 Music-Vocal</b>					<b>Advisor: Randall Frye</b>				
Beginning Balance									1,691.39
11/22/21	CC05-017	3551	Jimmy's Park Hotel	Pay for County Chorus Meals			105.12		1,586.27

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
12/06/21	CC06-005	3565	Stull's Flowers	Pay for flowers			37.10		1,549.17
02/22/22	CC08-024	3637	Canton Area School District	Color copies for Fundraiser			8.00		1,541.17
02/22/22	DP08-002	1039	CHS Vocal - 2021121	Fundraiser		165.00			1,706.17
03/30/22	CC09-032	3676	Randy Frye	Reimburse-Trip food			103.98		1,602.19
04/12/22	CC10-008	3686	Randy Frye	Reimburse PMEA All-State			291.08		1,311.11
04/29/22	CC10-027	3705	Carol Madill	Clinician Fee			25.00		1,286.11
04/29/22	CC10-028	3706	Lycoming College Music Dep	Lyco Honor Choir Chayton Wesne			30.00		1,256.11
05/12/22	CC11-007	3718	Canton Area School District	Reimburse for purchases on cc			349.87		906.24
05/12/22	CC11-009	3721	Canton Area School District	Reimburse purchases on cc			349.87		556.37
05/12/22	MC11-004	3718	Canton Area School District	Reimburse for purchases on cc			(349.87)		906.24
05/16/22	CC11-014	3726	Roof Jewelers & Awards	Choral Awards			4.24		902.00
05/16/22	CC11-015	3727	Randy Frye	Reimburse-ACDA Membership			125.00		777.00
06/02/22	CC12-001	3768	Randy Frye	Reimburse-Sr. Luncheon			43.23		733.77
					1,691.39	165.00	1,122.62	0.00	733.77

**Account: 2040 National Honor Society**

**Advisor: Callie Gensel**

			Beginning Balance						152.31
02/22/22	DP08-002	1039	NHS - 2021128	Jean \$		12.00			164.31
03/04/22	DP09-001	1040	NHS - 2021138	Jean \$		8.00			172.31
03/07/22	TR09-001	331	Stacey Segur	Donation				100.00	272.31
03/22/22	DP09-003	1042	NHS - 2021151	Jean \$		32.00			304.31
04/07/22	DP10-001	1044	NHS - 2021169	Jean \$		40.00			344.31
05/18/22	CC11-021	3733	Callie Gensel	Reimburse-NHS Pizza Picnic			280.85		63.46
05/20/22	DP11-002	1048	NHS - 2021210	Jean \$		4.00			67.46
					152.31	96.00	280.85	100.00	67.46

**Account: 2041 SADD**

**Advisor: Pam Larcom**

			Beginning Balance						413.04
					413.04	0.00	0.00	0.00	413.04

**Account: 2043 Students of Service**

**Advisor: Patsy Baxter**

			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00

**Account: 2044 Scholarship Challenge**

**Advisor: Stacey Segur**

			Beginning Balance						1,387.27
09/03/21	DP03-001	1024	Scholarship Challenge - 202	Non Pay Jeans \$		170.00			1,557.27
09/14/21	DP03-002	1025	Scholarship Challenge - 202	Jean \$		172.00			1,729.27
10/01/21	DP04-001	1027	Scholarship Challenge - 202	Jean \$		22.00			1,751.27
10/15/21	DP04-002	1028	Scholarship Challenge - 202	Jean \$		8.00			1,759.27
10/22/21	DP04-004	1030	Scholarship Challenge - 202	Jean \$		6.00			1,765.27
11/22/21	DP05-002	1032	Scholarship Challenge - 2021C	Jean \$		40.00			1,805.27
01/07/22	DP07-001	1036	Scholarship Challenge - 202	Jean \$		2.00			1,807.27
02/02/22	CC08-002	3615	Thompson Sports and Appa	Long Sleeve Shirts (6)			159.00		1,648.27
02/07/22	DP08-001	1038	Scholarship Challenge - 202	Jean \$		22.00			1,670.27
03/07/22	CC09-006	3650	Stacey Segur	Reimburse - Meals			189.19		1,481.08
03/07/22	TR09-001	331	Stacey Segur	Donation				(100.00)	1,381.08
05/20/22	DP11-002	1048	Scholarship Challenge - 202	Prize \$		350.00			1,731.08
					1,387.27	792.00	348.19	(100.00)	1,731.08

**Account: 2045 Ski Club**

**Advisor: Don Cron**

			Beginning Balance						0.00
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## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2046 Softball Club</b>					<b>Advisor: Lyle Wesneski</b>				
			Beginning Balance						1,661.77
07/27/21	CC01-002	3453	Stull's Flowers	Funeral Flower Arrangement			53.00		1,608.77
05/04/22	CC11-003	3713	Stull's Flowers	Senior Night Flowers			13.50		1,595.27
05/31/22	CC11-052	3764	The Park Hotel	End of the Season Banquet			300.00		1,295.27
					1,661.77	0.00	366.50	0.00	1,295.27
<b>Account: 2047 Spanish Club</b>					<b>Advisor: Ginette Moskowitz</b>				
			Beginning Balance						1,025.16
					1,025.16	0.00	0.00	0.00	1,025.16
<b>Account: 2048 Spiker Supporters/V. V-ball</b>					<b>Advisor: Sheila Wesneski</b>				
			Beginning Balance						10,632.20
08/18/21	CC02-005	3470	Sheila Wesneski	Reimbursement for weights and			238.45		10,393.75
09/14/21	CC03-004	3480	Mead's Greenhouse	Mum Fundraiser			534.00		9,859.75
09/21/21	DP03-003	1026	Spiker Supporters - 2021024	Mum Sales		1,900.00			11,759.75
09/22/21	CC03-007	3483	Abigail Williams	Reimburse for Concession Stand			677.42		11,082.33
10/12/21	CC04-011	3514	Abigail Williams	Reimburse for Concession and Y			624.87		10,457.46
10/15/21	DP04-002	1028	Spiker Supporters - 2021038	Concession \$		576.00			11,033.46
10/21/21	CC04-020	3523	Thompson Sports and Appa	Volleyball Shirts			394.50		10,638.96
10/22/21	DP04-004	1030	Spiker Supporters - 2021048	Concession \$		398.00			11,036.96
10/27/21	CC04-028	3531	Sheila Wesneski	Reimburse for meal at Subway			123.45		10,913.51
11/04/21	CC05-007	3541	Stull's Flowers	Pay for Sr. Night Flowers			9.00		10,904.51
11/20/21	CC05-011	3545	Abigail Williams	Reimburse for meal at Subway			91.32		10,813.19
11/20/21	CC05-012	3546	TIFFANY OSTRANDER	Reimburse for T shirts			208.00		10,605.19
11/20/21	CC05-013	3547	Sheila Wesneski	Reimburse for meal at Subway			139.74		10,465.45
04/21/22	CC10-018	3696	Thompson Sports and Appa	District Hoodies (x15)			600.00		9,865.45
					10,632.20	2,874.00	3,640.75	0.00	9,865.45
<b>Account: 2049 Student Council Beautification</b>					<b>Advisor: Donnie Jacopetti</b>				
			Beginning Balance						8,354.79
07/29/21	CC01-014	3465	Canton Area School District	Reimbursement for drawstring b			181.42		8,173.37
07/31/21	AD01-001	596	Deanna Watkins	July Interest		5.98			8,179.35
08/31/21	AD02-001	597	Deanna Watkins	August Interest		6.23			8,185.58
09/30/21	AD03-001	601	D.Watkins	Interest for September 2021		4.66			8,190.24
10/11/21	AD04-001	598	D.Watkins	Interest for September 2021		4.66			8,194.90
10/11/21	AD04-002	599	D.Greer	Put interest in wrong month			4.66		8,190.24
10/11/21	AD04-003	602	D.Greer	Put Interest in wrong month			4.66		8,185.58
10/15/21	DP04-002	1028	Student Beautification - 2021	Spirit Store Sales		24.00			8,209.58
10/30/21	AD04-002	600	D. Watkins	Interest for September 2021		4.66			8,214.24
10/31/21	AD04-004	603	D. Watkins	Interest for October 2021		5.00			8,219.24
11/30/21	AD05-001	604	D. Watkins	November Interest		4.75			8,223.99
12/31/21	AD06-002	606	D.Watkins	December Interest		6.71			8,230.70
01/07/22	DP07-001	1036	Student Beautification - 2021	Donation		200.00			8,430.70
01/18/22	DP07-002	1037	Student Beautification - 2021	Spirit Store Sales		23.00			8,453.70
01/31/22	AD07-001	607	Deanna Watkins	January Interest		13.91			8,467.61

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
02/28/22	AD08-001	608	Deanna Watkins	February Interest		31.22			8,498.83
03/31/22	AD09-001	609	Deanna Watkins	March Interest		47.95			8,546.78
04/30/22	AD10-002	613	Deanna Watkins	April Interest		91.48			8,638.26
05/02/22	AD11-001	611	Deanna Watkins	April Interest		91.48			8,729.74
05/02/22	AD11-002	612	Deanna Watkins	Interest added for wrong month			91.48		8,638.26
05/09/22	TR11-001	334	Donnie Jacopetti	9th Grade Orientation Sweatshi				(80.00)	8,558.26
05/31/22	AD11-003	614	Deanna Watkins	May Interest		122.95			8,681.21
06/08/22	AD12-003	617	D.Watkins	Bank Error			67.69		8,613.52
06/30/22	AD12-002	616	D.Watkins	June Interest		181.67			8,795.19
					<u>8,354.79</u>	<u>870.31</u>	<u>349.91</u>	<u>(80.00)</u>	<u>8,795.19</u>
<b>Account: 2050 Student Council --Jr. High</b>					<b>Advisor: Lisa Cole</b>				
Beginning Balance									0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Account: 2051 Student Council--Sr. High</b>					<b>Advisor: Greg Bellows</b>				
Beginning Balance									1,051.35
					<u>1,051.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,051.35</u>
<b>Account: 2053 Warrior Runners/X-Country</b>					<b>Advisor: Casey Aylesworth</b>				
Beginning Balance									1,833.02
11/04/21	CC05-007	3541	Stull's Flowers	Pay for Sr Night Flowers			22.50		1,810.52
					<u>1,833.02</u>	<u>0.00</u>	<u>22.50</u>	<u>0.00</u>	<u>1,810.52</u>
<b>Account: 2054 Wrestling-Junior High</b>					<b>Advisor: Devon Weed</b>				
Beginning Balance									14.64
					<u>14.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14.64</u>
<b>Account: 2055 Yearbook II</b>					<b>Advisor: Pam Larcom</b>				
Beginning Balance									644.66
09/14/21	DP03-002	1025	Yearbook - 2021015	Book Sales		50.00			694.66
09/29/21	CC03-025	3501	Pam Larcom	Reimburse for Field Trip Lunch			60.53		634.13
					<u>644.66</u>	<u>50.00</u>	<u>60.53</u>	<u>0.00</u>	<u>634.13</u>
<b>Account: 2057 Class of 2010</b>					<b>Advisor: Joann Cuddy</b>				
Beginning Balance									0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Account: 2058 Library Club</b>					<b>Advisor: Ashley Pekelnicky</b>				
Beginning Balance									693.77
07/26/21	CC01-001	3452	Mindy Tymeson	Reimbursement for furniture			496.02		197.75
10/22/21	DP04-004	1030	Library Club - 2021055	Lollipop/Candy Sales		501.00			698.75
12/01/21	CC06-001	3561	Mindy Tymeson	Reimburse for Futon			140.00		558.75
01/12/22	CC07-017	3601	Mindy Tymeson	Reimburse for couch			100.00		458.75
05/26/22	DP11-003	1049	Library Club - 2021212	Lollipop/Candy Sales		1,090.00			1,548.75
05/31/22	CC11-048	3760	Mindy Tymeson	Reimburse-chaise lounges (2)			655.08		893.67
					<u>693.77</u>	<u>1,591.00</u>	<u>1,391.10</u>	<u>0.00</u>	<u>893.67</u>
<b>Account: 2059 Class of 2011</b>					<b>Advisor: Jaimee Pequignot</b>				
Beginning Balance									0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Account: 2060 Class of 2012</b>					<b>Advisor: Jaimee Pequignot</b>				
Beginning Balance									0.00

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2061 Class of 2013</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2062 Class of 2014</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2063 Class of 2016</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2064 Class of 2015</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2065 Class of 2017</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2066 Class of 2018</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2067 Casual for a Cause</b>									
			Beginning Balance						153.45
09/03/21	DP03-001	1024	Casual for a Cause - 202100	Jean \$		241.00			394.45
09/14/21	DP03-002	1025	Casual for a Cause - 202101	Jean \$		202.00			596.45
10/01/21	DP04-001	1027	Casual for a Cause - 202103	Jean \$		90.00			686.45
10/07/21	CC04-007	3510	Kalyn Essick	Donation			100.00		586.45
10/15/21	DP04-002	1028	Casual for a cause - 202104	Jean \$		6.00			592.45
10/22/21	DP04-004	1030	Casual for a cause - 202105	Jean \$		6.00			598.45
10/26/21	CC04-025	3528	CAEA	Donation			100.00		498.45
10/26/21	CC04-026	3529	Kids Can't Fight Cancer Alon	Donation			100.00		398.45
11/22/21	CC05-018	3552	Jason Bellows	Donation to family			100.00		298.45
11/22/21	DP05-002	1032	Casul for a Cause - 2021068	Jean \$		12.00			310.45
12/21/21	CC06-021	3581	Megan Eagleberger	Donation			100.00		210.45
01/07/22	DP07-001	1036	Casual for a Cause - 202110	Jean \$		8.00			218.45
02/01/22	CC08-001	3614	Betty Johnson	Donation - House Fire			100.00		118.45
02/07/22	DP08-001	1038	Casual for a Cause - 202111	Jean \$		8.00			126.45
05/13/22	CC11-012	3724	Jenn Martin	Reimburse-Bull Family Gift Car			100.00		26.45
05/20/22	DP11-002	1048	Casual for a cause - 202120	Jean \$		13.00			39.45
					153.45	586.00	700.00	0.00	39.45
<b>Account: 2068 Class of 2019</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2069 Football-Lights</b>									
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2070 Competitive Spirit Squad</b>									
			Beginning Balance						2,167.17
09/21/21	CC03-006	3482	Jessica Anderson	Pay for Tie Dye Shirts			264.00		1,903.17
09/21/21	DP03-003	1026	Competition Cheer - 202102	Krispy Kreme \$		4,939.00			6,842.17

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
09/23/21	CC03-008	3484	Krispy Kreme Donuts	Pay for Donuts			2,680.00		4,162.17
09/25/21	CC03-011	3487	Amanda Jackson	Custom Choreography			150.00		4,012.17
09/28/21	CC03-023	3499	World Class Bows	Pay for Bows			300.75		3,711.42
09/29/21	CC03-026	3502	Marcie Jennings	Reimburse for Shoes			209.98		3,501.44
10/01/21	DP04-001	1027	Competitive Cheer - 202103	Donut \$		261.00			3,762.44
10/05/21	CC04-001	3504	CVCB	Pay for Cheer Registration			150.00		3,612.44
10/07/21	CC04-005	3508	Marcie Jennings	Reimburse for Jr. High Music			22.99		3,589.45
10/13/21	CC04-012	3515	Cheerzone	Cheer Shoes and Bags			1,028.04		2,561.41
10/14/21	CC04-014	3517	Thompson Sports and Appa	Pay for Tye Dye Tiger Stripe a			556.50		2,004.91
10/18/21	CC04-019	3522	Thompson Sports and Appa	Pay for Tye Dye Tiger Stripe a			24.50		1,980.41
10/21/21	CC04-021	3524	Marcie Jennings	Reimburse for Body Suits			89.94		1,890.47
10/22/21	DP04-004	1030	Competitive Cheer - 202105	Shoes/Shirts		289.00			2,179.47
10/28/21	CC04-031	3534	Thompson Sports and Appa	Pay for T-Shirts			326.00		1,853.47
11/22/21	DP05-002	1032	Competitive Cheer - 202106	T shirt \$		316.00			2,169.47
12/10/21	CC06-009	3569	Cheerleading Company	Pay for Pom Poms			185.83		1,983.64
01/07/22	CC07-010	3594	Ez Flex Sport Mats	Pay for Mat			1,014.68		968.96
01/26/22	CC07-026	3610	Thompson Sports and Appa	Long Sleeve Shirts x16			324.00		644.96
02/09/22	CC08-008	3621	Stull's Flowers	Senior Night Bouquets			44.52		600.44
04/01/22	CC10-001	3679	Marcie Jennings	Reimburse-Easter Egg Hunt Fund			353.01		247.43
04/12/22	DP10-002	1045	Competitive Cheer - 202118	Egg My Yard \$		2,810.00			3,057.43
04/13/22	CC10-012	3690	Marcie Jennings	Reimburse-Easter Fundraiser Su			140.87		2,916.56
04/15/22	AD10-001	610	D. Greer	NSF \$ J Barrett		(260.00)			2,656.56
04/22/22	CC10-021	3699	Streamline Cheer	Deposit for cheer camp			1,875.00		781.56
05/24/22	CC11-032	3744	Roof Jewelers & Awards	5 keychains & 1 pocket knife			58.49		723.07
06/07/22	DP12-001	1051	Competitive Cheer - 202123	Cheer Camp		1,400.00			2,123.07
06/07/22	DP12-001	1051	Competitive Cheer - 202123	Car Wash		545.00			2,668.07
06/08/22	CC12-039	3806	Streamline Cheer	Remainder of \$ due for cheer c			1,875.00		793.07
					2,167.17	10,300.00	11,674.10	0.00	793.07

## Account: 2071 Class of 2020

Advisor: Pam Larcom

Beginning Balance

0.00

0.00	0.00	0.00	0.00	0.00
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## Account: 2072 The Giving Tree

Advisor: Stacey Segur

Beginning Balance

10,992.54

10/22/21	DP04-004	1030	Giving Tree - 2021049	Donations		200.00			11,192.54
11/05/21	DP05-001	1031	The Giving Tree - 2021058	Donation		125.00			11,317.54
11/20/21	CC05-010	3544	CALLIE GENSEL	Money for gifts for Christmas			2,750.00		8,567.54
11/22/21	DP05-002	1032	The Giving Tree - 2021069	Donations		725.00			9,292.54
12/03/21	DP06-001	1033	The Giving Tree - 2021079	Donation		200.00			9,492.54
12/14/21	DP06-002	1034	The Giving Tree - 2021083	Donations		950.00			10,442.54
12/15/21	CC06-020	3580	Deanna Watkins	Gift Cards for Giving Tree Fam			850.00		9,592.54
12/21/21	DP06-003	1035	The Giving Tree - 2021089	Elem Donations		966.40			10,558.94
01/07/22	DP07-001	1036	The Giving Tree - 2021101	Donations/Left over \$		266.23			10,825.17
03/04/22	DP09-001	1040	The Giving Tree - 2021131	Donation		125.00			10,950.17
05/20/22	DP11-002	1048	The Giving Tree - 2021207	Donation		961.10			11,911.27
					10,992.54	4,518.73	3,600.00	0.00	11,911.27

## Account: 2073 Class of 2021

Advisor: Pam Larcom

Beginning Balance

3,250.89

07/28/21	CC01-013	3464	Creative Cartooning	2021 Senior Poster			1,012.30		2,238.59
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**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balanc
08/09/21	CC02-002	3467	Stull's Flowers	May Day & Senior Prom Flowers			352.00		1,886.59
06/06/22	TR12-001	335	Pam Larcom	Transferred from Class of 2021				(1,886.59)	0.00
					<u>3,250.89</u>	<u>0.00</u>	<u>1,364.30</u>	<u>(1,886.59)</u>	<u>0.00</u>

**Account: 2074 Drama Club**

**Advisor: Randall Frye**

			Beginning Balance						17,215.66
07/27/21	CC01-003	3454	Jacob Miller	Assembly & Tear down of stage			644.00		16,571.66
07/27/21	CC01-006	3457	Moose's Enterprises LLC	Play Supplies			10.60		16,561.06
07/29/21	DP01-001	1022	Drama - 2021001	Ticket Sales		35.00			16,596.06
01/05/22	CC07-007	3591	Randy Frye	Reimburse for food			172.16		16,423.90
01/18/22	DP07-002	1037	Drama - 2021108	Reimbursement		644.00			17,067.90
01/19/22	CC07-020	3604	Randy Frye	Reimburse for breakfast			69.54		16,998.36
02/22/22	CC08-021	3634	Jamie Huffman	Reimburse - Costumes			28.26		16,970.10
02/28/22	CC08-028	3641	Jamie Huffman	Reimburse - Costumes			83.70		16,886.40
02/28/22	CC08-029	3642	Randy Frye	Work Day Lunch			60.30		16,826.10
03/04/22	CC09-002	3645	Randy Frye	Musical Supplies			67.62		16,758.48
03/04/22	DP09-001	1040	Drama - 2021133	Sponsorships		525.00			17,283.48
03/07/22	CC09-007	3651	Tammy MacWhinnie	RReimburse - Fabric			56.66		17,226.82
03/18/22	CC09-013	3657	Randy Frye	Reimburse - Apple TV and Music			1,275.10		15,951.72
03/18/22	CC09-016	3660	Michael Asbury	Set Construction			204.00		15,747.72
03/18/22	CC09-017	3661	Jacob Miller	Set Construction			504.00		15,243.72
03/18/22	CC09-018	3662	Jim Johnson	Mileage Reimbursement			347.49		14,896.23
03/18/22	CC09-019	3663	Jamie Huffman	Reimburse - Musical Supplies			40.88		14,855.35
03/21/22	CC09-021	3665	Randy Frye	Reimburse - Batteries			31.48		14,823.87
03/22/22	DP09-003	1042	Drama - 2021147	Sponsorship		160.00			14,983.87
03/22/22	DP09-003	1042	Drama - 2021154	Flowers		155.00			15,138.87
03/22/22	DP09-003	1042	Drama - 2021155	Ticket \$ and Donation		4,424.00			19,562.87
03/23/22	CC09-023	3667	Randy Frye	Reimburse-Shipping returned pr			46.07		19,516.80
03/30/22	CC09-032	3676	Randy Frye	Reimburse-Post production lunc			158.53		19,358.27
04/05/22	CC10-005	3683	Stull's Flowers	Flower Fundraiser			79.50		19,278.77
05/12/22	CC11-007	3718	Canton Area School District	Reimburse for purchases on cc			49.08		19,229.69
05/12/22	CC11-007	3719	Randy Frye	Reimburse-Black pants and shoe			22.96		19,206.73
05/12/22	CC11-008	3720	Canton Area School District	Reimburse for purchases on cc			49.08		19,157.65
05/12/22	CC11-010	3722	Randy Frye	Reimburse-black pants and shoe			22.96		19,134.69
05/12/22	MC11-004	3718	Canton Area School District	Reimburse for purchases on cc			(49.08)		19,183.73
05/12/22	MC11-005	3719	Randy Frye	Reimburse-Black pants and shoe			(22.96)		19,206.73
					<u>17,215.66</u>	<u>5,943.00</u>	<u>3,951.93</u>	<u>0.00</u>	<u>19,206.73</u>

**Account: 2075 Music - Fundraiser**

**Advisor: Frye/MacWhinnie**

			Beginning Balance						10,742.8
07/28/21	CC01-011	3462	Canton Area School District	Tolls for Dorney Park			77.60		10,665.2
11/22/21	DP05-002	1032	Music Fundraiser - 2021074	Fall Fundraiser		7,803.00			18,468.2
12/03/21	DP06-001	1033	Music Fundraiser - 2021077	Donation		100.00			18,568.2
12/14/21	DP06-002	1034	Music Fundraiser - 2021086	Candy Bar \$ and Fall Fundraise		235.00			18,803.2
12/15/21	CC06-019	3579	Oakbrook Corporation	Pay for fundraiser			4,483.28		14,319.92
01/03/22	CC07-001	3585	Randy Frye	Reimburse for concession stand			760.90		13,559.02

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
01/04/22	CC07-006	3590	Randy Frye	Start up \$ for Concession stan			150.00		13,409.03
01/05/22	CC07-007	3591	Randy Frye	Concession supplies			40.35		13,368.68
01/18/22	DP07-002	1037	Music Fundraiser - 2021110	Start up \$		150.00			13,518.68
01/18/22	DP07-002	1037	Music Fundraiser - 2021111	Concession \$		382.00			13,900.68
01/19/22	CC07-020	3604	Randy Frye	Reimburse for wrestling conces			113.45		13,787.23
01/21/22	CC07-023	3607	Festivals of Music	Sr. High Trip Deposit			200.00		13,587.23
01/21/22	CC07-024	3608	Festivals of Music	Jr. High Trip Deposit			200.00		13,387.23
01/21/22	CC07-025	3609	Benedict's Bus Service	Sr. High Band & Chorus Trip			975.00		12,412.23
01/31/22	CC07-029	3613	Randy Frye	Valentine's Day Fundraiser			133.36		12,278.87
02/07/22	DP08-001	1038	Music Fundraiser - 2021112	Wrestling Concession \$		726.05			13,004.92
02/07/22	DP08-001	1038	Music Fundraiser - 2021113	Sr High Trip Payments		650.00			13,654.92
02/09/22	CC08-009	3622	Oakbrook Corporation	Late Order Payment			60.70		13,594.22
02/22/22	DP08-002	1039	Music Fundraiser - 2021126	Trip Payments		2,046.66			15,640.88
03/04/22	DP09-001	1040	Music Fundraiser - 2021134	Trip Payments and Candy \$		3,520.00			19,160.88
03/15/22	DP09-002	1041	Music Fundraiser - 2021146	Trip Payment/Candy \$		2,445.25			21,606.13
03/22/22	DP09-003	1042	Music Fundraiser - 2021150	Candy \$		410.00			22,016.13
03/22/22	DP09-003	1042	Music Fundraiser - 2021153	Wrestling Concession \$		920.15			22,936.28
03/30/22	CC09-033	3677	Tammy MacWhinnie	Reimburse-Safe/BandChol r Trip			2,537.38		20,398.90
03/30/22	CC09-034	3678	Bazzini	Candy Bar Fundraiser			3,003.60		17,395.30
04/01/22	CC10-002	3680	Bazzini	Candy Bar Fundraiser			600.00		16,795.30
04/07/22	DP10-001	1044	Music Fundraiser - 2021167	Donation		2,676.55			19,471.85
04/12/22	DP10-002	1045	Music Fundraiser - 2021180	Trip Payments and Candy \$		2,505.50			21,977.35
04/20/22	CC10-016	3694	Festivals of Music	Festival Tickets			2,705.00		19,272.35
04/22/22	CC10-019	3697	Festivals of Music	Cedar Point Tickets			4,334.00		14,938.35
04/26/22	DP10-003	1046	Music Fundraiser - 2021190	Candy Bars/Trip Payment \$		472.90			15,411.25
04/29/22	CC10-029	3707	Benedict's Bus Service	Band&Chorus Trip Cedar Point			3,920.00		11,491.25
04/29/22	CC10-030	3708	Instrumentalist Awards LLC	Instrumentalist Awards			77.00		11,414.25
05/06/22	DP11-001	1047	Music Fundraiser - 2021196	Trip Payments/Candy Bar \$		3,373.63			14,787.88
05/17/22	CC11-016	3728	Randy Frye	Cash for lunch \$ on trip			260.00		14,527.88
05/19/22	CC11-023	3735	Thompson Sports and Appa	Music Dept. shirts			1,337.00		13,190.88
05/26/22	CC11-033	3745	Tim Kaltenbach	Bus Driver Tip			150.00		13,040.88
05/26/22	CC11-034	3746	Kumo Seafood Buffet	Music Trip Meal			1,415.18		11,625.70
05/26/22	CC11-035	3747	Golden Corral	Music Trip Meal			969.00		10,656.70
05/26/22	CC11-036	3748	Comfort Inn	Music Trip Lodging			9,054.50		1,602.20
05/26/22	CC11-037	3749	Tammy MacWhinnie	\$\$ for Music Trip Meals			465.00		1,137.20
05/26/22	CC11-038	3750	Festivals of Music	Event Tickets			182.00		955.20
05/26/22	DP11-003	1049	Music Fundraiser - 2021218	Trip Paments/Candy \$		1,398.61			2,353.81
06/06/22	CC12-035	3802	Cindy Yellenic	Reimburse-gas&parking Ohio tri			79.00		2,274.81
06/06/22	CC12-036	3803	Canton Area School District	Transportation to Hershey Park			776.54		1,498.27
06/06/22	TR12-002	336	Tammy MacWhinnie	Graduation Award \$				(50.00)	1,448.27
06/07/22	DP12-001	1051	Music Fundraiser - 2021228	Reimbursement		73.00			1,521.27
					<u>10,742.81</u>	<u>29,888.30</u>	<u>39,059.84</u>	<u>(50.00)</u>	<u>1,521.27</u>

Account: 2076 Class of 2022

Advisor: Chelsie Swartz

			Beginning Balance						2,553.71
07/27/21	CC01-008	3459	Brandy McRoberts	Prom Food			91.60		2,462.11
08/25/21	CC02-007	3472	Bobby K Entertainment, Inc.	Homecoming Dance DJ			450.00		2,012.11
08/25/21	CC02-008	3473	Bobby K Entertainment, Inc.	Homecoming Dance DJ			450.00		1,562.11
08/25/21	MC02-001	3472	Bobby K Entertainment, Inc.	Homecoming Dance DJ			(450.00)		2,012.11

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balanc
08/25/21	MC02-002	3473	Bobby K Entertainment, Inc.	Homecoming Dance DJ			(450.00)		2,462.11
08/30/21	CC02-009	3475	Chelsie Swartz	Homecoming DJ Reimburse			450.00		2,012.11
08/30/21	CC02-010	3476	Chelsie Swartz	Homecoming DJ Reimburse			450.00		1,562.11
08/30/21	MC02-003	3475	Chelsie Swartz	Homecoming DJ Reimburse			(450.00)		2,012.11
09/21/21	DP03-003	1026	Class of 2022 - 2021028	Homecoming Tickets		848.00			2,860.11
09/25/21	CC03-013	3489	Wellsboro Foundation	State Laurel Festival Fee			100.00		2,760.11
10/01/21	DP04-001	1027	Class of 2022 - 2021035	White Out \$		3,142.00			5,902.11
10/07/21	CC04-006	3509	Thompson Sports and Appa	Pay for T-shirts			1,842.00		4,060.11
10/07/21	CC04-008	3511	Stull's Flowers	Pay for Homecoming Flowers			135.00		3,925.11
10/15/21	DP04-002	1028	Class of 2022 - 2021039	White Out Sponsor		1,000.00			4,925.11
10/15/21	DP04-002	1028	Class of 2022 - 2021040	Go Fund Me		415.73			5,340.84
10/27/21	CC04-027	3530	Chelsie Swartz	Reimburse for Yeti cooler			264.99		5,075.85
11/01/21	CC05-002	3536	Trina Beers	Rimburse for Gift Certificates			100.00		4,975.85
11/01/21	CC05-003	3537	Jostens	Pay for Caps, Tassels, Gowns			1,761.30		3,214.55
11/03/21	CC05-006	3540	Thompson Sports and Appa	Pay for T-Shirts			756.00		2,458.55
11/05/21	DP05-001	1031	Class of 2022 - 2021062	Yetti Raffle \$		2,275.00			4,733.55
11/08/21	CC05-009	3543	Chelsie Swartz	Reimbursement for supplies			61.40		4,672.15
11/22/21	DP05-002	1032	Class of 2022 - 2021064	White Out \$		360.00			5,032.15
11/22/21	TR05-001	330	Jennifer Seeley	Pay for Tshirts				170.00	5,202.15
12/03/21	CC06-002	3562	Chelsie Swartz	Reimburse for DJ			450.00		4,752.15
12/21/21	DP06-003	1035	Class of 2022 - 2021095	Jingle Ball		170.00			4,922.15
02/07/22	DP08-001	1038	Class of 2022 - 2021118	Krispy Kreme \$		5,170.00			10,092.15
02/07/22	DP08-001	1038	Class of 2022 - 2021119	Winter Ball Ticket Sales		808.00			10,900.15
02/07/22	DP08-001	1038	Class of 2022 - 2021120	Powder puff shirts		685.00			11,585.15
02/08/22	CC08-005	3618	Krispy Kreme Donuts	Senior Class Fundraiser			2,762.00		8,823.15
02/09/22	CC08-010	3623	Chelsie Swartz	Reimburse-Winter Ball			923.98		7,899.17
02/22/22	DP08-002	1039	Class of 2022 - 2021123	Krispy Kreme \$		296.00			8,195.17
02/22/22	DP08-002	1039	Class of 2022 - 2021127	Donation		500.00			8,695.17
03/04/22	DP09-001	1040	Class of 2022 - 2021132	T shirt \$		1,745.00			10,440.17
03/04/22	DP09-001	1040	Class of 2022 - 2021139	Cap, Gown. tassel \$		300.00			10,740.17
03/07/22	CC09-004	3648	Thompson Sports and Appa	16 Joggers w/ design			544.00		10,196.17
03/07/22	CC09-008	3652	Chelsie Swartz	Senior Clothing			1,049.56		9,146.61
03/09/22	CC09-009	3653	Maple Ridge	Prom Venue			2,000.00		7,146.61
03/15/22	DP09-002	1041	Class of 2022 - 2021141	Moose Donation		1,000.00			8,146.61
03/15/22	DP09-002	1041	Class of 2022 - 2021142	Post Winter Ball \$		144.00			8,290.61
03/22/22	DP09-003	1042	CLASS OF 2022 - 2021148	Cap, gown. tassel \$		165.00			8,455.61
03/25/22	CC09-025	3669	Greg Bellows	Reimburse-Senior Mural			88.67		8,366.94
03/30/22	DP09-004	1043	Class of 2022 - 2021156	Cap, gown. tassel \$		150.00			8,516.94
04/07/22	DP10-001	1044	Class of 2022 - 2021164	Cap, tassel, Gown \$		125.00			8,641.94
04/07/22	DP10-001	1044	Class of 2022 - 2021170	Donation		500.00			9,141.94
04/07/22	DP10-001	1044	Class of 2022 - 2021172	Donation		50.00			9,191.94
04/12/22	CC10-011	3689	Chelsie Swartz	Charter Bus/Yeti Cooler			7,128.45		2,063.49
04/12/22	DP10-002	1045	Class of 2022 - 2021177	Cap, gown. tassel \$		125.00			2,188.49
04/12/22	DP10-002	1045	Class of 2022 - 2021181	Donation		1,500.00			3,688.49
04/22/22	CC10-020	3698	Creative Cartooning	Senior Cartoon Posters (x64)			1,065.30		2,623.19
04/26/22	DP10-003	1046	Class of 2022 - 2021185	Cap, gown. tassel \$		585.00			3,208.19
05/06/22	CC11-006	3717	Advantage Signs & Graphics	Library Plaque			1,927.78		1,280.41
05/06/22	DP11-001	1047	Class of 2022 - 2021194	Cap, Tassel, Gown \$		50.00			1,330.41
05/06/22	DP11-001	1047	Class of 2022 - 2021197	Yetti Raffle \$		2,155.00			3,485.41
05/20/22	DP11-002	1048	Class of 2022 - 2021202	Prom		1,157.00			4,642.41
05/20/22	DP11-002	1048	Class of 2022 - 2021204	Poster \$		335.00			4,977.41
05/26/22	DP11-003	1049	Class of 2022 - 2021216	Misc left over \$		775.79			5,753.20

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
05/27/22	CC11-042	3754	Chelsie Swartz	Reimburse-6Flags tix/snax/prom			3,094.32		2,658.88
05/31/22	CC11-049	3761	Chelsie Swartz	Mural Team Gift Cards			175.00		2,483.88
06/06/22	CC12-032	3799	Don Jacopetti	Reimburse-Grad Practice Lunch			280.43		2,203.45
06/06/22	CC12-038	3805	Stull's Flowers	Prom and May Day flowers			235.00		1,968.45
					<u>2,553.71</u>	<u>26,531.52</u>	<u>27,286.78</u>	<u>170.00</u>	<u>1,968.45</u>
<b>Account: 2077 Basketball - Girls Varsity</b>					<b>Advisor: Casey Aylesworth</b>				
									124.55
			Beginning Balance						124.55
05/04/22	CC11-003	3713	Stull's Flowers	Senior Night Flowers			4.50		120.05
					<u>124.55</u>	<u>0.00</u>	<u>4.50</u>	<u>0.00</u>	<u>120.05</u>
<b>Account: 2078 Stroup Cookies</b>					<b>Advisor: Shirley Alberts</b>				
									0.00
									0.00
<b>Account: 2079 Class of 2023</b>					<b>Advisor: Brandy McRoberts</b>				
									1,949.54
									(465.46)
11/04/21	CC05-008	3542	Mill Street Caramel Corn	Pay for popcorn			2,415.00		(465.46)
11/05/21	DP05-001	1031	Class of 2023 - 2021063	Popcord \$		3,344.00			2,878.54
12/03/21	DP06-001	1033	Class of 2023 - 2021081	Candle Sales		4,306.00			7,184.54
12/14/21	CC06-012	3572	James MacDonald	Pay for candle fundraiser			2,800.00		4,384.54
12/21/21	DP06-003	1035	Class of 2023 - 2021091	Donations		114.00			4,498.54
12/24/21	AD06-001	605	D.Greer	NSF \$M.Ackley		(22.00)			4,476.54
04/07/22	DP10-001	1044	Class of 2023 - 2021175	Krispy Kreme \$		6,732.00			11,208.54
04/11/22	CC10-007	3685	Krispy Kreme Donuts	Fundraiser			3,686.50		7,522.04
04/12/22	CC10-011	3689	Chelsie Swartz	Prom DJ & Photobooth			1,000.00		6,522.04
04/25/22	CC10-022	3700	Brandy McRoberts	Prom Court Sashes			59.85		6,462.19
05/20/22	DP11-002	1048	Class of 2023 - 2021203	Prom		789.00			7,251.19
05/26/22	DP11-003	1049	Class of 2023 - 2021215	Donut \$		294.00			7,545.19
					<u>1,949.54</u>	<u>15,557.00</u>	<u>9,961.35</u>	<u>0.00</u>	<u>7,545.19</u>
<b>Account: 2080 Class of 2024</b>					<b>Advisor: Kalyn Essick</b>				
									1,280.13
									(2,834.77)
10/15/21	CC04-015	3518	Marianna's Fundraisers	Pay for Marianna's Fundraiser			4,114.90		(2,834.77)
10/15/21	DP04-002	1028	Class of 2024 - 2021042	Marianna's Fundraiser		5,133.00			2,298.23
03/15/22	CC09-011	3655	Marianna's Fundraisers	Sub Fundraiser			4,147.26		(1,849.03)
03/15/22	DP09-002	1041	Class of 2024 - 2021143	Marianna's Fundraiser		5,639.00			3,789.97
03/22/22	DP09-003	1042	Class of 2024 - 2021149	Marianna's Fundraiser		10.00			3,799.97
04/20/22	TR10-001	332	D. Greer	Put money in wrong account				66.00	3,865.97
05/20/22	DP11-002	1048	Class of 2024 - 2021208	Marianna's Fundraiser		4,142.00			8,007.97
05/24/22	CC11-031	3743	Marianna's Foods	Sophmore Fundraiser			3,026.78		4,981.19
05/26/22	DP11-003	1049	Class of 2024 - 2021214	Marianna's Fundraiser		75.00			5,056.19
					<u>1,280.13</u>	<u>14,999.00</u>	<u>11,288.94</u>	<u>66.00</u>	<u>5,056.19</u>
<b>Account: 2081 Battle of the Books</b>					<b>Advisor: Ashley Pkelnicky</b>				
									3,151.54
									3,151.54
<b>Account: 2083 Live Stream Team</b>					<b>Advisor: Pam Larcom</b>				
									9,055.89
07/29/21	DP01-001	1022	Live Stream - 2021004	In memory of Dr. Jannone Donat		100.00			9,155.89
08/24/21	DP02-001	1023	Live Stream - 2021006	Ad's for 21-22		1,200.00			10,355.89
09/03/21	DP03-001	1024	Live Stream - 2021008	Ad's 21-22		1,200.00			11,555.89
09/13/21	CC03-003	3478	Canton Area School District	Reimburse-laptop+case			1,121.68		10,434.21

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
10/12/21	CC04-010	3513	Canton Area School District	Reimburse for wireless cameras			999.99		9,434.22
10/19/21	DP04-003	1029	Live Stream - 2021047	First Citizens Ad		300.00			9,734.22
10/22/21	CC04-022	3525	Canton Area School District	Reimburse for equipment			449.97		9,284.25
01/31/22	CC07-028	3612	District IV	D4 Wrestling Match 2/2/22			100.00		9,184.25
02/03/22	CC08-004	3617	Canton Area School District	Reimburse for Amazon purchases			2,186.98		6,997.27
02/22/22	CC08-019	3632	District IV	Bball Playoff Games - Boys&Gir			400.00		6,597.27
02/24/22	CC08-026	3639	PIAA District IV	Live Stream District IV game			200.00		6,397.27
04/07/22	DP10-001	1044	Live Stream - 2021173	Donation		50.00			6,447.27
06/22/22	DP12-003	1053	Live Stream - 2021237	Lepley, Engelman, Yaw, and Wil		300.00			6,747.27
06/27/22	AD12-001	615	D. Greer	Entered Deposit Twice			300.00		6,447.27
06/27/22	DP12-004	1054	Live Stream - 2021238	Henry Dunn Annual Sponsor		300.00			6,747.27
06/27/22	DP12-005	1055	Live Stream - 2021238	Henry Dunn Annual Sponsor		300.00			7,047.27
					<u>9,055.89</u>	<u>3,750.00</u>	<u>5,758.62</u>	<u>0.00</u>	<u>7,047.27</u>

**Account: 2084 Science Club**

**Advisor: Chelsie Swartz**

				Beginning Balance					1,924.03
12/03/21	DP06-001	1033	Science Club - 2021075	Food Court \$		1,962.72			3,886.75
12/14/21	CC06-013	3573	Oakbrook Corporation	Pay for fundraiser			1,154.36		2,732.39
01/07/22	DP07-001	1036	Science Club - 2021097	Christmas Grams		122.00			2,854.39
05/26/22	CC11-039	3751	Theresa Beers	Science Club Award			1,000.00		1,854.39
05/26/22	CC11-040	3752	Emmi Ward	Science Club Award			500.00		1,354.39
					<u>1,924.03</u>	<u>2,084.72</u>	<u>2,654.36</u>	<u>0.00</u>	<u>1,354.39</u>

**Account: 2085 Class of 2025**

**Advisor: Randall Frye**

				Beginning Balance					2,872.45
11/05/21	DP05-001	1031	Class of 2025 - 2021059	Marianna's Fundraiser		66.00			2,938.45
03/04/22	DP09-001	1040	Class of 2025 - 2021135	Donation-Moose		250.00			3,188.45
03/18/22	CC09-015	3659	Benedict's Bus Service	Gettysburg Bus Trip			560.00		2,628.45
03/30/22	DP09-004	1043	Class of 2025 - 2021162	Donation		500.00			3,128.45
03/30/22	DP09-004	1043	Class of 2025 - 2021163	Hayward Gourment Fundraiser		2,913.00			6,041.45
04/06/22	CC10-006	3684	Hayward Main Street Gourme	Gourmet Popcorn Fundraiser			1,503.50		4,537.95
04/20/22	CC10-015	3693	Gettysburg Foundation	Gettysburg Trip			853.75		3,684.20
04/20/22	TR10-001	332	D. Greer	Put money in wrong account				(66.00)	3,618.20
05/06/22	DP11-001	1047	Class of 2025 - 2021193	Gettysburg Trip		500.50			4,118.70
					<u>2,872.45</u>	<u>4,229.50</u>	<u>2,917.25</u>	<u>(66.00)</u>	<u>4,118.70</u>

**Account: 2086 PBIS**

**Advisor: Jennifer Seeley**

				Beginning Balance					3,698.70
09/03/21	DP03-001	1024	PBIS - 2021013	Cafe Profit		500.00			4,198.70
09/14/21	DP03-002	1025	PBIS - 2021021	Cafe Profit		455.00			4,653.70
09/21/21	DP03-003	1026	PBIS - 2021025	Cafe Profit		575.00			5,228.70
09/25/21	CC03-010	3486	UNIVERISTY OF OREGON	PBIS-Swis & Cico License			460.00		4,768.70
10/01/21	DP04-001	1027	PBIS - 2021032	Cafe Profit		1,209.50			5,978.20
10/06/21	CC04-003	3506	Jenn Seeley	Reimbursement for Drinks			328.60		5,649.60
10/07/21	MC04-001	3486	UNIVERISTY OF OREGON	PBIS-Swis & Cico License			(460.00)		6,109.60
10/15/21	CC04-016	3519	Jen Seeley	Rimburse for Supplies			20.14		6,089.46
10/15/21	CC04-017	3520	Lisa Cole	Reimburse for Supplies			328.60		5,760.86
10/15/21	DP04-002	1028	PBIS - 2021046	Cafe Profit		980.00			6,740.86
10/18/21	CC04-018	3521	Chelsie Swartz	Reimburse for Supplies			262.88		6,477.98
10/22/21	DP04-004	1030	PBIS - 2021054	Cafe Profit		467.00			6,944.98

## ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
10/25/21	CC04-024	3527	Gertrude Hawk	Pay for Candy Bars			1,800.00		5,144.98
11/01/21	CC05-004	3538	Lisa Cole	Reimburse for Kickstarts			328.60		4,816.38
11/02/21	CC05-005	3539	Gertrude Hawk	Pay for Candy Bars			720.00		4,096.38
11/05/21	DP05-001	1031	PBIS - 2021060	Candy Bar \$		2,607.36			6,703.74
11/05/21	DP05-001	1031	PBIS - 2021061	Cafe Profit		947.00			7,650.74
11/08/21	CC05-009	3543	Chelsie Swartz	Reimbursement for supplies			71.40		7,579.34
11/20/21	CC05-014	3548	Lisa Cole	Reimburse for supplies			328.60		7,250.74
11/22/21	CC05-022	3556	Jen Seeley	Reimburse for supplies			201.79		7,048.95
11/22/21	DP05-002	1032	PBIS - 2021072	Cafe Profit		995.00			8,043.95
11/22/21	TR05-001	330	Jennifer Seeley	Pay for Tshirts				(170.00)	7,873.95
11/23/21	CC05-023	3557	Canton Cafeteria	Pay for Snack/Food			895.18		6,978.77
11/23/21	CC05-024	3558	Jen Seeley	Reimburse for supplies			170.00		6,808.77
11/23/21	MC05-002	3556	Jen Seeley	Reimburse for supplies			(201.79)		7,010.56
12/03/21	DP06-001	1033	PBIS - 2021076	Candy Bar \$		1,849.21			8,859.77
12/03/21	DP06-001	1033	PBIS - 2021078	Cafe Profit		292.00			9,151.77
12/06/21	CC06-003	3563	Lisa Cole	Rimburse for supplies			262.88		8,888.89
12/06/21	CC06-004	3564	Lisa Cole	Remimburse for supplies			262.88		8,626.01
12/06/21	MC06-001	3563	Lisa Cole	Rimburse for supplies			(262.88)		8,888.89
12/08/21	CC06-007	3567	Canton Cafeteria	Pay for food			452.36		8,436.53
12/13/21	CC06-010	3570	Chelsie Swartz	Reimburse for supplies			120.04		8,316.49
12/14/21	CC06-017	3577	Lisa Cole	Reimburse for supplies			328.60		7,987.89
12/14/21	DP06-002	1034	PBIS - 2021085	Cafe Profit		807.00			8,794.89
12/14/21	DP06-002	1034	PBIS - 2021087	Candy Bar \$		142.50			8,937.39
12/21/21	DP06-003	1035	PBIS - 2021092	Cafe Profit		350.00			9,287.39
01/05/22	CC07-008	3592	Lisa Cole	Reimburse for supplies			328.60		8,958.79
01/05/22	CC07-009	3593	Jen Seeley	Reimburse for supplies			25.00		8,933.79
01/07/22	CC07-011	3595	Chelsie Swartz	Reimburse for supplies			2,377.72		6,556.07
01/07/22	DP07-001	1036	PBIS - 2021102	Cafe Profit		782.50			7,338.57
01/10/22	CC07-014	3598	Chelsie Swartz	Reimburse for supplies			1,164.30		6,174.27
01/12/22	CC07-016	3600	Thompson Sports and Appa	Pay for jogger pants			600.00		5,574.27
01/18/22	DP07-002	1037	PBIS - 2021109	Cafe Profit		670.00			6,244.27
01/21/22	CC07-022	3606	Lisa Cole	Reimburse - Mt Dew Kickstarts			328.60		5,915.67
02/07/22	DP08-001	1038	PBIS - 2021114	Cafe Profit		530.00			6,445.67
02/08/22	CC08-007	3620	Lisa Cole	Reimburse - Kickstarts			351.00		6,094.67
02/09/22	CC08-010	3623	Chelsie Swartz	Reimbursement-PBIS			635.42		5,459.25
02/22/22	CC08-020	3633	Lisa Cole	Reimburse - Kickstarts			346.52		5,112.73
02/22/22	DP08-002	1039	PBIS - 2021122	Cafe Profit		1,647.50			6,760.23
02/22/22	DP08-002	1039	PBIS - 2021124	Candy Bar \$		173.00			6,933.23
03/04/22	CC09-002	3646	Lisa Cole	Reimburse - Kickstarts			350.90		6,582.33
03/04/22	DP09-001	1040	PBIS - 2021137	Cafe Profit		900.50			7,482.83
03/18/22	CC09-014	3658	Jen Seeley	30 Amazon GC			300.00		7,182.83
03/21/22	CC09-020	3664	Lisa Cole	Reimburse - Kickstarts			342.04		6,840.79
03/21/22	CC09-022	3666	Chelsie Swartz	Reimburse - Tshirts&Snacks			1,137.75		5,703.04
03/22/22	DP09-003	1042	PBIS - 2021152	Cafe Profit		640.00			6,343.04
03/25/22	CC09-024	3668	Flavorland	40 \$10 Gift Certificates			400.00		5,943.04
03/30/22	DP09-004	1043	PBIS - 2021160	Cafe Profit		570.00			6,513.04
04/01/22	CC10-003	3681	Lisa Cole	Reimburse-Kickstarts			342.04		6,171.00
04/07/22	DP10-001	1044	PBIS - 2021171	Cafe Profit		418.50			6,589.50
04/12/22	CC10-009	3687	Lisa Cole	Reimburse - Kickstarts			335.20		6,254.30
04/12/22	CC10-011	3689	Chelsie Swartz	PBIS Snacks			277.10		5,977.20
04/12/22	DP10-002	1045	PBIS - 2021183	Cafe Profit		497.00			6,474.20
04/26/22	DP10-003	1046	PBIS - 2021188	Cafe Profit		804.00			7,278.20
05/03/22	CC11-002	3712	Lisa Cole	Reimburse - Kickstarts			271.84		7,006.36
05/06/22	DP11-001	1047	PBIS - 2021199	Cafe Profit		648.00			7,654.36
05/09/22	TR11-001	334	Donnie Jacopetti	9th Grade Orientation Sweatshi				80.00	7,734.36

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**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
05/13/22	CC11-013	3725	Lisa Cole	Reimburse-Kickstarts			197.16		7,537.20
05/17/22	CC11-017	3729	Don Jacopetti	Reimburse-sheet pizzas (3)			66.75		7,470.45
05/20/22	DP11-002	1048	PBIS - 2021205	Cafe Profit		185.50			7,655.95
05/27/22	CC11-042	3754	Chelsie Swartz	Reimburse-PBIS snacks&drinks			260.30		7,395.65
05/31/22	DP11-004	1050	PBIS - 2021222	Cafe profit		195.50			7,591.15
06/06/22	CC12-034	3801	Jenn Seeley	Reimburse-Amazon gift cards			160.00		7,431.15
06/06/22	CC12-037	3804	Flavorland	Student lunch incentive			42.19		7,388.96
06/07/22	DP12-001	1051	PBIS - 2021224	Candy Bar \$		54.00			7,442.96
06/07/22	DP12-001	1051	PBIS - 2021231	Raffle Prizes		90.00			7,532.96
					<u>3,698.70</u>	<u>20,982.57</u>	<u>17,058.31</u>	<u>(90.00)</u>	<u>7,532.96</u>

**Account: 2087 Class of 2026**

**Advisor: Donnie Jacopetti**

Beginning Balance									1,768.01
05/27/22	CC11-045	3757	Mariah Smith	Reimburse-8th grade field trip			375.48		1,392.53
06/08/22	CC12-040	3807	Canton Cafeteria	8th Grade Field Trip Lunch			80.92		1,311.61
					<u>1,768.01</u>	<u>0.00</u>	<u>456.40</u>	<u>0.00</u>	<u>1,311.61</u>

**Account: 2088 PBIS**

**Advisor: Jen Seeley**

Beginning Balance									0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2090 Pride Club**

**Advisor: Kalyn Essick**

Beginning Balance									656.00
12/07/21	CC06-006	3566	Celebrations cakes & confec	Pay for holiday party food			91.00		565.00
12/14/21	CC06-018	3578	Kalyn Essick	Reimburse for Party Supplies			23.63		541.37
12/21/21	DP06-003	1035	Pride Club - 2021094	Wrapping Fundraiser		51.00			592.37
02/11/22	CC08-012	3625	The Otto Bookstore	Pay for Books			107.92		484.45
02/16/22	CC08-015	3628	Kalyn Essick	Reimburse - Candy Bars			33.77		450.68
03/04/22	CC09-001	3644	Kalyn Essick	Book Club copies			36.79		413.89
03/25/22	CC09-026	3670	Kalyn Essick	Reimburse-Pride Gear+Sr. Gifts			50.91		362.98
04/04/22	CC10-004	3682	Kalyn Essick	Reimburse - Novels			88.56		274.42
04/25/22	CC10-023	3701	Celebrations cakes & confec	Painting Event Treats			51.00		223.42
04/28/22	CC10-024	3702	Ashlee Reitmeyer	Paint Class			223.42		0.00
					<u>656.00</u>	<u>51.00</u>	<u>707.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2091 Class of 2027**

**Advisor: Donnie Jacopetti**

Beginning Balance									100.00
09/13/21	CC03-002	3479	Dana Vermilya	Reimburse-6th grade prizes			95.36		4.64
04/07/22	DP10-001	1044	Class of 2027 - 2021176	Candle \$		2,534.00			2,538.64
05/27/22	CC11-047	3759	Rekindle The Spirit	7th Grade Movie Theater Rental			375.00		2,163.64
06/06/22	CC12-033	3800	Jim MacDonald	Candle Fundraiser			1,616.00		547.64
					<u>100.00</u>	<u>2,534.00</u>	<u>2,086.36</u>	<u>0.00</u>	<u>547.64</u>

**Account: 2191 Youth and Government Club**

**Advisor: Brandy McRoberts**

Beginning Balance									2,790.00
06/06/22	TR12-001	335	Pam Larcom	Transferred from Class of 2021				1,886.59	4,676.59
					<u>2,790.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,886.59</u>	<u>4,676.59</u>

**Account: 2192 Class of 2028**

**Advisor: Katie Steever**

Beginning Balance									0.00
12/14/21	DP06-002	1034	Class of 2028 - 2021088	Fundraiser		880.00			880.00

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 7/7/2021 through 6/30/2022

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
12/21/21	DP06-003	1035	Class of 2028 - 2021093	Fundraiser		905.00			1,785.00
01/03/22	CC07-002	3586	Katie Steever	Reimburse for supplies			430.13		1,354.87
04/07/22	DP10-001	1044	Class of 2028 - 2021166	6th party donations		450.00			1,804.87
05/06/22	DP11-001	1047	Class of 2028 - 2021198	6th party donations		605.00			2,409.87
05/26/22	DP11-003	1049	Class of 2028 - 2021213	6th Grade Party \$		100.00			2,509.87
05/27/22	CC11-043	3755	Jen Wile	Reimburse-6th grade picnic			55.86		2,454.01
05/31/22	DP11-004	1050	Class of 2028 - 2021220	6th grade party \$		300.00			2,754.01
06/07/22	DP12-001	1051	Class of 2028 - 2021227	6th Party \$		50.00			2,804.01
					0.00	3,290.00	485.99	0.00	2,804.01
<b>Account: 2193 Class of 2029</b>					<b>Advisor: 6th Grade</b>				
Beginning Balance									0.00
05/31/22	DP11-004	1050	Class of 2029 - 2021221	Fundraiser		1,227.00			1,227.00
					0.00	1,227.00	0.00	0.00	1,227.00
<b>Account: 9999 Due to Student Body</b>									
Beginning Balance									0.00
					0.00	0.00	0.00	0.00	0.00
<b>Total Other Accounts</b>					170,009.04	251,274.14	247,911.52	0.00	173,371.66



# TREASURER'S REPORT

## CANTON AREA SCHOOL DISTRICT

6/30/2022

### GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	06/01/22	4,875,840.06	10,036.66	5,517.20	3,505.71
RECEIPTS - REGULAR		2,857,034.76	0.00	7,983.85	121.78
INTEREST EARNED		5,732.52	10.80	0.00	0.00
DISBURSEMENTS		-2,006,888.05	0.00	-2,700.00	-238.50
<b>BALANCE</b>	<b>06/30/22</b>	<b>5,731,719.29</b>	<b>10,047.46</b>	<b>10,801.05</b>	<b>3,388.99</b>

### GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	06/01/22	807.35	1.00	1.00
RECEIPTS - REGULAR		107.35	692,402.72	0.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-806.35	-526,835.93	0.00
<b>BALANCE</b>	<b>06/30/22</b>	<b>108.35</b>	<b>165,567.79</b>	<b>1.00</b>

### OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	06/01/22	553,276.19	214,232.35	13,787.10	24,695.32
RECEIPTS-REGULAR		4,132.82	13,519.50	16.00	0.00
INTEREST EARNED		531.11	181.67	8.68	23.43
DISBURSEMENTS		0.00	-46,271.87	-5,986.33	-371.52
<b>BALANCE</b>	<b>06/30/22</b>	<b>557,940.12</b>	<b>181,661.65</b>	<b>7,825.45</b>	<b>24,347.23</b>

### GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
1st Citizens Cmty. Bank	392	1,596,597.32	02/07/13	02/07/23	0.50%
<b>TOTAL&gt;&gt;&gt;</b>		<b>1,596,597.32</b>	<b>AVERAGE &gt;&gt;</b>		<b>0.50%</b>

### DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
					0.00%
<b>TOTAL&gt;&gt;&gt;</b>		<b>0.00</b>	<b>AVERAGE &gt;&gt;</b>		<b>0.00%</b>

### LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

**RECEIPTS FOR THE MONTH ENDING 6/30/22**  
**CANTON AREA SCHOOL DISTRICT**

**SUMMARY OF INCOME**

TOTAL LOCAL	141,259.46	4.93%
TOTAL STATE	2,616,994.88	91.42%
TOTAL FEDERAL	104,336.63	3.64%
<b>GRAND TOTAL</b>	<b>2,862,590.97</b>	

**LOCAL INCOME**

**ADMISSIONS**

Athletic Director	Gate Receipts	0.00
	<b>TOTAL ADMISSIONS</b>	<b>0.00</b>

**INSURANCE**

School Claims Service	Cobra insurance premiums	4,180.12
	<b>TOTAL INSURANCE &gt;&gt;&gt;</b>	<b>4,180.12</b>

**INTEREST**

First Citizens Community Bank	Gen. Fund Checking	5,732.52
First Citizens Community Bank	Gen. Fund Savings	10.80
First Citizens Community Bank	HRA	23.43
	<b>TOTAL INTEREST &gt;&gt;&gt;</b>	<b>5,766.75</b>

**MISCELLANEOUS**

Amazon	Refund	67.51
Annie Alexander Advertising	Sports webpage sponsorship	500.00
Bradford-Tioga Head Start	Lease	801.80
CASD Students	Computer charger replacements	360.00
CASD Students	AP exam fees	1,256.00
CASD Students	Computer replacement	200.00
CASD Students	Library fines	200.19
CASD Students	Computer repairs	180.00
CASD Students	Sports physicals	1,180.00
Central Treasury - HS	Music Department transportation reimb.	776.54
Commonwealth of Pennsylvania	Field trip transportation reimbursement	161.86
Commonwealth of Pennsylvania	Aquaponics Site Structure Grant	4,700.67
Commonwealth of Pennsylvania	MER record payments	95.82
Cooper, Jan	Brick purchase	50.00
Corelogic Tax Services	Tax duplicates	320.00
Covius Mortgage Services	Tax duplicate	5.00
Cuz Excavating	Sports webpage sponsorship	500.00
District Magistrate	Fines	790.78
First National Bank	Tax duplicate	5.00
Flavorland	Webpage sponsor fee	500.00
Lancaster-Lebanon IU 13	Grant	3,500.00
Lareta	Tax duplicates	865.00
Northern Tier Insurance Consortium	Wellness incentive	2,150.00
Northern Tier Regional Planning & Develop	Field trip transportation reimbursement	192.88
PIAA	Baseball field rental	100.00
PTA	Fiel trips transportation reimbursement	2,279.38
Stimson, Theresa	Healthcare reimbursement	119.35
Univeral Settlement Service	Collection	5.00
Wells Fargo	Tax duplicates	155.00
	<b>TOTAL MISCELLANEOUS &gt;&gt;&gt;</b>	<b>22,017.78</b>

**TAXES**

Berkheimer	E.I.T.	27,052.53
Bradford County	Delinquent Taxes	25,102.38
Bradford County	R.E. Transfer Tax	4,289.95
Lycoming County	R.E. Transfer Tax	9,192.90
Tioga County	Delinquent Taxes	3,289.82
Tioga County	R.E. Transfer Tax	395.55
	<b>TOTAL TAXES &gt;&gt;&gt;</b>	<b>69,323.13</b>

**TUITION**

Athens Area School District	Tuition	39,971.68
	<b>TOTAL TUITION &gt;&gt;&gt;</b>	<b>39,971.68</b>

**TOTAL LOCAL INCOME >>> 141,259.46**

**STATE INCOME**

Commonwealth of Pennsylvania	Basic Ed. Subsidy	1,864,281.86
Commonwealth of Pennsylvania	Incarcerated Ed.	469.83
Commonwealth of Pennsylvania	IU Transportation Recovery subsidy deduct.	-13,523.76
Commonwealth of Pennsylvania	Retirement Subsidy	405,677.19
Commonwealth of Pennsylvania	Section 1305 & 1306	46,179.91
Commonwealth of Pennsylvania	SD Special Ed. Subsidy	189,856.38
Commonwealth of Pennsylvania	SD Transportation Subsidy	119,663.47
Commonwealth of Pennsylvania	Vocational Ed. Subsidy	4,390.00
	<b>TOTAL STATE INCOME &gt;&gt;&gt;</b>	<b>2,616,994.88</b>

**FEDERAL INCOME**

Commonwealth of Pennsylvania	ARP ESSER	46,246.33
Commonwealth of Pennsylvania	ARP ESSER 7%	3,594.40
Commonwealth of Pennsylvania	ARP ESSER Homeless Children & Youth	750.20
Commonwealth of Pennsylvania	CARES Act - ESSER Fund Local	29,244.07
Commonwealth of Pennsylvania	Title I Improving Basic Programs	21,760.03
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	2,741.60
	<b>TOTAL FEDERAL INCOME &gt;&gt;&gt;</b>	<b>104,336.63</b>

# TREASURER'S REPORT

## CANTON AREA SCHOOL DISTRICT

7/31/2022

### GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	07/01/22	5,731,719.29	10,047.46	10,801.05	3,388.99
RECEIPTS - REGULAR		1,005,247.59	0.00	0.00	0.00
INTEREST EARNED		7,966.99	16.61	0.00	0.00
DISBURSEMENTS		-2,370,773.64	0.00	-1,983.45	0.00
<b>BALANCE</b>	<b>07/31/22</b>	<b>4,374,160.23</b>	<b>10,064.07</b>	<b>8,817.60</b>	<b>3,388.99</b>

### GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	07/01/22	108.35	165,567.79	1.00
RECEIPTS - REGULAR		0.00	320,590.15	718,226.02
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-107.35	-486,156.94	-609,457.97
<b>BALANCE</b>	<b>07/31/22</b>	<b>1.00</b>	<b>1.00</b>	<b>108,769.05</b>

### OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	07/01/22	557,940.12	181,661.65	7,825.45	24,347.23
RECEIPTS-REGULAR		88,757.93	4,169.48	0.00	0.00
INTEREST EARNED		891.67	259.23	8.42	34.52
DISBURSEMENTS		-44,604.50	-11,156.34	-5,616.85	-1,103.02
<b>BALANCE</b>	<b>07/31/22</b>	<b>602,985.22</b>	<b>174,934.02</b>	<b>2,217.02</b>	<b>23,278.73</b>

### GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
1st Citizens Cmty. Bank	392	1,596,597.32	02/07/13	02/07/23	0.50%
<b>TOTAL&gt;&gt;&gt;</b>		<b>1,596,597.32</b>	<b>AVERAGE &gt;&gt;</b>		<b>0.50%</b>

### DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
					0.00%
<b>TOTAL&gt;&gt;&gt;</b>		<b>0.00</b>	<b>AVERAGE &gt;&gt;</b>		<b>0.00%</b>

### LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

**RECEIPTS FOR THE MONTH ENDING 7/31/22**  
**CANTON AREA SCHOOL DISTRICT**

**SUMMARY OF INCOME**

TOTAL LOCAL	81,679.11	26.46%
TOTAL STATE	123,134.00	39.88%
TOTAL FEDERAL	103,930.00	33.66%
<b>GRAND TOTAL</b>	<b>308,743.11</b>	

**LOCAL INCOME**

**ADMISSIONS**

Athletic Director	All Sports Passes	400.00
	<b>TOTAL ADMISSIONS</b>	<b>400.00</b>

**INSURANCE**

School Claims Service	Cobra insurance premiums	4,241.30
	<b>TOTAL INSURANCE &gt;&gt;&gt;</b>	<b>4,241.30</b>

**INTEREST**

First Citizens Community Bank	Gen. Fund Checking	7,966.99
First Citizens Community Bank	Gen. Fund Savings	16.61
First Citizens Community Bank	HRA	34.52
	<b>TOTAL INTEREST &gt;&gt;&gt;</b>	<b>8,018.12</b>

**MISCELLANEOUS**

21st Mortgage Corporation	Tax duplicates	5.00
Bradford-Tioga Head Start	Lease	801.80
CASD Cafeteria	Reimb for supplies purchased	329.39
CASD Elementary	Sales tax	31.98
Central Treasury - HS	FCCLA supplies	193.33
Central Treasury - HS	Reimb for supplies purchased	680.31
Central Treasury - HS	FCCLA and FFA Tops purchases	1,225.39
Commonwealth of Pennsylvania	Reimb for field trip transportation	354.64
Corelogic	Tax duplicates	685.00
District Magistrate	Fines	265.91
HS Pop Account	Sales tax	28.64
HS Pop Account	Reimb for supplies purchased	668.75
Lareta	Tax duplicates	110.00
Monaghan, Casey	Right to Know	5.81
	<b>TOTAL MISCELLANEOUS &gt;&gt;&gt;</b>	<b>5,385.95</b>

**TAXES**

Berkheimer	E.I.T.	29,122.41
Bradford County	Delinquent Taxes	15,675.31
Bradford County	R.E. Transfer Tax	8,173.69
Lycoming County	Delinquent Taxes	4,995.52
Tioga County	Delinquent Taxes	5,666.81
Tioga County	R.E. Transfer Tax	
	<b>TOTAL TAXES &gt;&gt;&gt;</b>	<b>63,633.74</b>

**TUITION**

Tuition		0.00
	<b>TOTAL TUITION &gt;&gt;&gt;</b>	<b>0.00</b>

**TOTAL LOCAL INCOME >>> 81,679.11**

**STATE INCOME**

Commonwealth of Pennsylvania	SD Special Ed.	123,134.00
	<b>TOTAL STATE INCOME &gt;&gt;&gt;</b>	<b>123,134.00</b>

<b>FEDERAL INCOME</b>
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Commonwealth of Pennsylvania	ARP ESSER	46,246.33
Commonwealth of Pennsylvania	ARP ESSER 7%	3,594.40
Commonwealth of Pennsylvania	ARP ESSER Homeless Children & Youth	375.10
Commonwealth of Pennsylvania	CARES Act - ESSER Fund Local	29,244.07
Commonwealth of Pennsylvania	Title I Improving Basic Programs	21,722.00
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	2,748.10
Commonwealth of Pennsylvania	Title IV Student Support/Academic Enrich.	
	<b>TOTAL FEDERAL INCOME &gt;&gt;&gt;</b>	<b>103,930.00</b>

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT    Payment Dates: 06/01/2022 - 06/30/2022

Payment Categories: Procurement Cards  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0001062022	06/02/2022	ILLUMINATE EDUCATION, INC.	SUPPLIES		2,700.00
			<b>10 - GENERAL FUND</b>		<b>2,700.00</b>
			Grand Total All Funds		2,700.00
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		0.00
			Grand Total Manual Checks		0.00
			Grand Total Other Disbursement Non-negotiables		0.00
			Grand Total Procurement Card Other Disbursement Non-negotiables		2,700.00
			Grand Total Regular Checks		0.00
			Grand Total All Payments		2,700.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-06-17  
 Check Numbers: 0000062713 - 0000062740  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062713	06/17/2022	AGORA CYBER CHARTER SCHOOL	TUITION		3,516.07
0000062714	06/17/2022	BALDWINS HARDWARE & GIFT SHOP	SUPPLIES		303.67
0000062715	06/17/2022	CAFETERIA FUND-CASD	SUPPLIES		426.70
0000062716	06/17/2022	CANTON AUTO PARTS INC.	SUPPLIES		23.49
0000062717	06/17/2022	CANTON BOROUGH AUTHORITY	WATER/SEWER		3,753.69
0000062718	06/17/2022	CANTON INDEPENDENT SENTINEL	ADVERTISING		232.00
0000062719	06/17/2022	CENTER FOR RESPONSIVE SCHOOLS INC.	PROF SVC - ESSER III		2,400.00
0000062720	06/17/2022	CENTRAL TREASURY - HS	REIMB - FOOTBALL JACKETS	REIMB - WRESTLING JACKETS	1,600.00
0000062721	06/17/2022	CM REGENT LLC	LIFE INSURANCE		741.00
0000062722	06/17/2022	COLLEGE BOARD	AP EXAMS		1,251.00
0000062723	06/17/2022	COMMONWEALTH CHARTER ACADEMY	TUITION		51,590.87
0000062724	06/17/2022	COMMUNITY FOUNDATION FOR THE	DED: CFTT - Full Payroll Pay Date: 6/17/2022	DED: CFTT - Full Payroll Pay Date: 6/3/2022	214.00
0000062725	06/17/2022	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 6/17/2022	DED: MISC - Full Payroll Pay Date: 6/3/2022	10.00
0000062726	06/17/2022	METCO SUPPLY INC.	SUPPLIES		304.74
0000062727	06/17/2022	MIDWAY TRUCK STOP	SUPPLIES		85.00
0000062728	06/17/2022	O'SHEA LUMBER COMPANY	SUPPLIES		2,495.00
0000062729	06/17/2022	PA DISTANCE LEARNING CHARTER SCHOOL	TUITION		1,166.56
0000062730	06/17/2022	PENELEC	ELECTRICITY		6,915.47
0000062731	06/17/2022	PYRAMID SCHOOL PRODUCTS	SUPPLIES		382.85
0000062732	06/17/2022	STULLS FLOWERS AND GIFTS	SUPPLIES		27.00



# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-06-17  
 Check Numbers: 000062713 - 000062740  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062733	06/17/2022	TOPS MARKETS LLC	FCCLA CHARGES	SUPPLIES	1,781.23
0000062734	06/17/2022	TORFINO ENTERPRISES, INC.	SUPPLIES		241.75
0000062735	06/17/2022	TULPEHOCKEN MT SPRING WATER	WATER		370.00
0000062736	06/17/2022	UNITED PARCEL SERVICE	UPS CHARGES		31.00
0000062737	06/17/2022	WORK CENTER SUSQUEHANNA PHYSICIAN SERVICES	PROF SVC		160.20
0000062738	06/17/2022	WYALUSING VBC	VB SCRIMMAGE		100.00
0000062739	06/17/2022	XEROX CORPORATION	COPIERS		873.21
0000062740	06/17/2022	ZITO BUSINESS	INTERNET		1,250.00
D000001601	06/17/2022	DANDY MINI MARTS INC.	FUEL		396.20 <sup>D</sup>
D000001602	06/17/2022	DOUD TRANSPORTATION LLC	REG DAYS TRANS.	REGULAR DAYS TRANS.	22,796.38 <sup>D</sup>
D000001603	06/17/2022	EASTERN MANAGED PRINT NETWORK LLC	COPIER LEASE		351.00 <sup>D</sup>
D000001604	06/17/2022	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 6/17/2022		3,401.00 <sup>D</sup>
D000001605	06/17/2022	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.		8,543.52 <sup>D</sup>
D000001606	06/17/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 6/17/2022	DED: TAP - Full Payroll Pay Date: 6/17/2022	26,632.83 <sup>D</sup>
D000001607	06/17/2022	MARK MCMURRAY	REGULAR DAYS TRANS.		10,803.92 <sup>D</sup>
D000001608	06/17/2022	PSEA HEALTH & WELFARE FUND	VISION INSURANCE		505.84 <sup>D</sup>
D000001609	06/17/2022	CINDY L BLACK	REIMB FOR SUPPLIES PURCHASED		69.00 <sup>D</sup>
D000001610	06/17/2022	KELSEY HERMAN	TUITION REIMBURSEMENT		1,548.00 <sup>D</sup>
D000001611	06/17/2022	TAMMY L MACWHINNIE	REIMB FOR SUPPLIES PURCHASED		63.59 <sup>D</sup>
D000001612	06/17/2022	BEN M RUBERT	TUITION REIMBURSEMENT		1,548.00 <sup>D</sup>
D000001613	06/17/2022	JAMIE TAYLOR	REIMB FOR SUPPLIES PURCHASED		129.50 <sup>D</sup>

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-06-17  
 Check Numbers: 0000062713 - 0000062740  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001614	06/17/2022	MICHAEL B WELLS	TRAVEL EXPENSES		11.70 D
D000001615	06/17/2022	STAPLES ADVANTAGE	SUPPLIES		148.15 D
D000001616	06/17/2022	YAGGIE ANDREW JR.	REGULAR DAYS TRANS.		920.00 D
10 - GENERAL FUND					160,115.13
Grand Total All Funds					160,115.13
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					77,868.63
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					82,246.50
Grand Total All Payments					160,115.13

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT    Payment Dates: 07/01/2022 - 07/31/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0001072022	07/05/2022	EAI EDUCATION	SUPPLIES		356.15
+ 0002072022	07/05/2022	LOGIC OF ENGLISH	SUPPLIES		41.07
+ 0003072022	07/05/2022	BOOM LEARNING	SUBSCRIPTION		40.00
+ 0004072022	07/07/2022	CHURCH PAPER INC	SUPPLIES		122.44
+ 0005072022	07/07/2022	SUPER TEACHER WORKSHEETS	SUPPLIES		24.95
+ 0006072022	07/11/2022	WALMART	SUPPLIES		76.53
+ 0007072022	07/13/2022	4 IMPRINT	SUPPLIES		1,349.06
+ 0008072022	07/14/2022	WEBSTAIRANT STORE	CAFE SUPPLIES		329.39

### 10 - GENERAL FUND

2,339.59

#### Grand Total All Funds

2,339.59

#### Grand Total Credit Cards

0.00

#### Grand Total Direct Deposits

0.00

#### Grand Total Manual Checks

0.00

#### Grand Total Other Disbursement Non-negotiables

0.00

#### Grand Total Procurement Card Other Disbursement Non-negotiables

2,339.59

#### Grand Total Regular Checks

0.00

#### Grand Total All Payments

2,339.59

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: GF - General Fund    Payment Date: 2022-07-01

Check Numbers: 0000062741 - 0000062768

Payment Categories: Checks, Credit Cards, Direct Deposits,

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062741	07/01/2022	AMAZON CAPITAL SERVICES	SUPPLIES		14.75
0000062742	07/01/2022	AT & T	CELL PHONES		186.83
0000062743	07/01/2022	BRADFORD COUNTY TREASURER	PROF SVC - ESSER III		12,000.00
0000062744	07/01/2022	BRANN WILLIAMS CALDWELL & BLANEY	22/23 RETAINER		5,000.00
0000062745	07/01/2022	CANTON BUILDING SUPPLY	SUPPLIES		48.89
0000062746	07/01/2022	CENTRAL TREASURY - HS	REIMB FFA - AG & YOUTH GRANT		3,476.79
0000062747	07/01/2022	CHAMBERSBURG WRESTLING BOOSTER CLUB	WRESTLING TOURNAMENT		800.00
0000062748	07/01/2022	CPE INTERLINK	MAINTENANCE AGREEMENT		2,883.00
0000062749	07/01/2022	FISHER SCIENTIFIC	SUPPLIES PO #2300000010		211.80
0000062750	07/01/2022	FRONTIER COMMUNICATIONS OF CTN	TELEPHONE SVC		2,543.40
0000062751	07/01/2022	HSLC	ACCESS PA/POWER LIBRARY		575.00
0000062752	07/01/2022	METCO SUPPLY INC.	SUPPLIES		28.90
0000062753	07/01/2022	PARSS	22/23 DUES		890.00
0000062754	07/01/2022	PA ASSOC OF SCHOOL BUS OFFICIA	22/23 DUES		400.00
0000062755	07/01/2022	PITNEY BOWES	LEASE		69.42
0000062756	07/01/2022	PENELEC	ELECTRICITY		9,874.40
0000062757	07/01/2022	PSBA INSURANCE	BUCS ADMIN FEE		5,047.43
0000062758	07/01/2022	SARGENT WELCH VWR SCIENTIFIC	SUPPLIES PO #2300000012	SUPPLIES	1,239.70
0000062759	07/01/2022	SILVERTIP INC.	PROF SVC		9,950.00
0000062760	07/01/2022	STERICYCLE INC.	PROF SVC		378.39
0000062761	07/01/2022	TORFINO ENTERPRISES, INC.	SUPPLIES		241.75

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-01

Check Numbers: 0000062741 - 0000062768

Payment Categories: Checks, Credit Cards, Direct Deposits,

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062762	07/01/2022	UGI ENERGY SERVICES INC.	NATURAL GAS		6,186.19
0000062763	07/01/2022	UNITED FIRE EQUIPMENT INC.	PROF SVC		438.00
0000062764	07/01/2022	UNITED PARCEL SERVICE	UPS CHARGES		31.00
0000062765	07/01/2022	UPMC	TRAINER		2,727.27
0000062766	07/01/2022	WESCO RECEIVABLE CORPORATION	SUPPLIES PO #2300000018	SUPPLIES	1,624.00
0000062767	07/01/2022	WNIUK MEDICAL LLC	PROF SVC		393.00
0000062768	07/01/2022	XEROX CORPORATION	COPIER LEASE		34.20
D000001617	07/01/2022	BRADFORD COUNTY SANITATION INC	PROF SVC		190.00 <i>D</i>
D000001618	07/01/2022	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		1,093.59 <i>D</i>
D000001619	07/01/2022	EDMENTUM	READING EGGS		1,040.00 <i>D</i>
D000001620	07/01/2022	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 7/1/2022		3,251.00 <i>D</i>
D000001621	07/01/2022	JENNINGS BUS COMPANY	ESY TRANSPORTATION		1,051.44 <i>D</i>
D000001622	07/01/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 7/1/2022	DED: TAP - Full Payroll Pay Date: 7/1/2022	5,785.43 <i>D</i>
D000001623	07/01/2022	NTSWA	PROF SVC		46.35 <i>D</i>
D000001624	07/01/2022	PA SCHOOL BOARDS ASSOC INC	DUES		7,658.56 <i>D</i>
D000001625	07/01/2022	REAL DISPOSAL LLC	PROF SVC		696.00 <i>D</i>
D000001626	07/01/2022	SANICO	SUPPLIES		2,845.96 <i>D</i>
D000001627	07/01/2022	ROBERT M SIDES INC.	PROF SVC		74.00 <i>D</i>

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: GF - General Fund    Payment Date: 2022-07-01

Check Numbers: 0000062741 - 0000062768

Payment Categories: Checks, Credit Cards, Direct Deposits,

Sort: Payment Number

10 - GENERAL FUND	91,026.44
Grand Total All Funds	91,026.44
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	23,732.33
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	67,294.11
Grand Total All Payments	91,026.44

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-15  
 Check Numbers: 0000062769 - 0000062805  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062769	07/15/2022	AMAZON CAPITAL SERVICES	SUPPLIES		235.69
0000062770	07/15/2022	AT & T	CELL PHONES		176.14
0000062771	07/15/2022	BALDWINS HARDWARE & GIFT SHOP	SUPPLIES		226.55
0000062772	07/15/2022	BLAST IU #17	21/22 FAIR SHARE		2,916.67
0000062773	07/15/2022	CDI DALLAS LLC	SUPPLIES - ESSER III		2,174.48
0000062774	07/15/2022	CANTON BOROUGH AUTHORITY	WATER/SEWER		1,638.24
0000062775	07/15/2022	CANTON INDEPENDENT SENTINEL	ADVERTISING		24.00
0000062776	07/15/2022	CIRCLE W SPORTS LLC	YEARLY REGISTRATION		1,600.00
0000062777	07/15/2022	HENRY DUNN INC.	INSURANCE		93,209.00
0000062778	07/15/2022	FOLLETT SCHOOL SOLUTIONS INC.	DESTINY/TITLEPEEK		2,285.80
0000062779	07/15/2022	GOPHER SPORTS	SUPPLIES		341.38
0000062780	07/15/2022	LAKESHORE LEARNING MATERIALS	SUPPLIES		630.04
0000062781	07/15/2022	ON DECK SPORTS	SUPPLIES		946.70
0000062782	07/15/2022	PA LEADERSHIP CHARTER SCHOOL	TUITION		1,166.56
0000062783	07/15/2022	PENELEC	ELECTRICITY		7,778.49
0000062784	07/15/2022	PENNSYLVANIA PAPER & SUPPLY COMPANY	SUPPLIES		11,310.40
0000062785	07/15/2022	THE PENNSYLVANIA STATE UNIVERSITY	PENNLINK ANNUAL FEE		50.00
0000062786	07/15/2022	SONOVA USA INC.	SUPPLIES		1,350.00
0000062787	07/15/2022	PIVOT PHYSICAL THERAPY	JAN 2022 PROF SVC	DEC 2022 PROF SVC	6,341.25
0000062788	07/15/2022	PRESTWICK HOUSE	BOOKS		686.58

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-15

Check Numbers: 0000062769 - 0000062805

Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062789	07/15/2022	PA SCHOOL BOARDS ASSOC INC	VACANCY POSTING		425.00
0000062790	07/15/2022	PYRAMID SCHOOL PRODUCTS	SUPPLIES		401.53
0000062791	07/15/2022	QUILL	SUPPLIES	SUPPLIES PO #23000000088	717.74
0000062792	07/15/2022	RENAISSANCE	AR/STAR		4,515.00
0000062793	07/15/2022	RHYTHM BAND INSTRUMENTS	SUPPLIES		91.80
0000062794	07/15/2022	RIDDELL ALL AMERICAN SPORTS CORP.	PROF SVC		5,169.91
0000062795	07/15/2022	ROCKWELL H & SON	SUPPLIES		83.14
0000062796	07/15/2022	SARGENT WELCH VWR SCIENTIFIC	SUPPLIES PO #2300000012	SUPPLIES	108.33
0000062797	07/15/2022	SUN-GAZETTE COMPANY	ADVERTISING		355.72
0000062798	07/15/2022	TEACHER CREATED RESOURCES	SUPPLIES		80.39
0000062799	07/15/2022	TOPS MARKETS LLC	SUPPLIES - FCCLA		193.33
0000062800	07/15/2022	UNITED ART AND EDUCATION	SUPPLIES		785.75
0000062801	07/15/2022	UNITED PARCEL SERVICE	UPS CHARGES		31.00
0000062802	07/15/2022	UNITED STATES TREASURY	23-1661105 FORM 720 2022		524.02
0000062803	07/15/2022	WEATHERPROOFING TECHNOLOGIES, INC.	ROOF PROJECT #5049032		883,333.44
0000062804	07/15/2022	XELLO INC.	SITE LICENSE		2,800.00
0000062805	07/15/2022	ZITO BUSINESS	INTERNET		1,175.00
D000001628	07/15/2022	DANDY MINI MARTS INC.	FUEL		194.56 <i>D</i>
D000001629	07/15/2022	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		2,253.90 <i>D</i>
D000001630	07/15/2022	DOUGLAS A. MCNETT	LAWN MAINTENANCE		1,655.49 <i>D</i>
D000001631	07/15/2022	MEGAN EVERTS	REIMB FOR ESY SUPPLIES PURCHASED		52.62 <i>D</i>



### FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-15

Check Numbers: 0000062769 - 0000062805

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001632	07/15/2022	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 7/15/2022		3,251.00 D
D000001633	07/15/2022	JENNINGS BUS COMPANY	ESY TRANSPORTATION		525.72 D
D000001634	07/15/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 7/15/2022	DED: TAP - Full Payroll Pay Date: 7/15/2022	5,801.83 D
D000001635	07/15/2022	PSEA HEALTH & WELFARE FUND	VISION INSURANCE		512.24 D
D000001636	07/15/2022	SANICO	SUPPLIES		382.80 D
D000001637	07/15/2022	MICHELE GOWIN	21/22 TRIPS TO BANK		110.94 D
D000001638	07/15/2022	KELSEY HERMAN	TUITION REIMBURSEMENT		3,096.00 D
D000001639	07/15/2022	SUN MANAGEMENT INC.	TECHNOLOGY		38,241.01 D

10 - GENERAL FUND    1,091,957.18

Grand Total All Funds    1,091,957.18

Grand Total Credit Cards    0.00

Grand Total Direct Deposits    56,078.11

Grand Total Manual Checks    0.00

Grand Total Other Disbursement Non-negotiables    0.00

Grand Total Procurement Card Other Disbursement Non-negotiables    0.00

Grand Total Regular Checks    1,035,879.07

Grand Total All Payments    1,091,957.18

### FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-29

Check Numbers: 0000062806 - 0000062854

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062806	07/29/2022	AGORA CYBER CHARTER SCHOOL	TUITION		3,516.07
0000062807	07/29/2022	ALL AMERICAN ATHLETICS	PROF SVC		7,000.00
0000062808	07/29/2022	AMAZON CAPITAL SERVICES	SUPPLIES		5,274.58
0000062809	07/29/2022	ROBERT ROCKWELL ATHLETIC	22/23 GATE STARTING CASH		1,000.00
0000062810	07/29/2022	BIO-RAD LABORATORIES INC.	SUPPLIES		105.89
0000062811	07/29/2022	BLICK ART MATERIALS	SUPPLIES PO #2300000013	SUPPLIES	2,311.07
0000062812	07/29/2022	BRAINPOP LLC	SUPPLIES		3,515.00
0000062813	07/29/2022	CAPITAL AREA INTERMEDIATE UNIT	PROF SVC (RUSSELL)		338.64
0000062814	07/29/2022	CANTON BUILDING SUPPLY	SUPPLIES		170.88
0000062815	07/29/2022	CARSON-DELLOSA EDUCATION	SUPPLIES		20.27
0000062816	07/29/2022	CM REGENT LLC	INSURANCE PREMIUM		747.50
0000062817	07/29/2022	COMMUNITY FOUNDATION FOR THE	DED: CFTT - Full Payroll Pay Date: 7/15/2022	DED: CFTT - Full Payroll Pay Date: 7/1/2022	261.00
0000062818	07/29/2022	CONWAY TECHNOLOGY GROUP	SUPPLIES		80,277.00
0000062819	07/29/2022	DUBOIS AREA SCHOOL DISTRICT	TUITION V.E.		6,722.55
0000062820	07/29/2022	FRONTIER COMMUNICATIONS OF CTN	PHONE SVC		2,543.10
0000062821	07/29/2022	INTEGRITEC INC	SUPPLIES		11,380.00
0000062822	07/29/2022	BRIAN KOVAL	OVER PMT REFUND		63.70
0000062823	07/29/2022	KURTZ BROTHERS	SUPPLIES		3,870.22
0000062824	07/29/2022	LOYOLA PRESS	BOOKS		1,215.20
0000062825	07/29/2022	MACGILL	SUPPLIES		185.24
0000062826	07/29/2022	MCGRAW-HILL	BOOKS		9,582.86

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-29

Check Numbers: 0000062806 - 0000062854

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062827	07/29/2022	METCO SUPPLY INC.	SUPPLIES		1,952.36
0000062828	07/29/2022	NASCO	SUPPLIES		125.18
0000062829	07/29/2022	LEO NEWELL JR	OVER PMT REFUND		15.53
0000062830	07/29/2022	NEWBRAIN CIVICS EDUCATION	SUBSCRIPTION		408.00
0000062831	07/29/2022	NORTHERN TIER CAREER CENTER	DISTRICT SHARE		2,702.51
0000062832	07/29/2022	OPEN UP RESOURCES	BOOKS		8,954.00
0000062833	07/29/2022	OTC BRANDS INC.	SUPPLIES		52.52
0000062834	07/29/2022	PA LEADERSHIP CHARTER SCHOOL	TUITION		1,166.56
0000062835	07/29/2022	PENELEC	ELECTRICITY		7,640.61
0000062836	07/29/2022	PYRAMID SCHOOL PRODUCTS	SUPPLIES		2,943.64
0000062837	07/29/2022	QUILL	SUPPLIES PO #2300000086	SUPPLIES	983.92
0000062838	07/29/2022	READ NATURALLY INC.	SUBSCRIPTION RENEWAL		2,565.00
0000062839	07/29/2022	REALLY GOOD STUFF INC.	SUPPLIES		215.18
0000062840	07/29/2022	RIDDELL ALL AMERICAN SPORTS CORP.	SUPPLIES - FB		3,095.95
0000062841	07/29/2022	RIO GRANDE	SUPPLIES	SUPPLIES PO #2300000033	262.89
0000062842	07/29/2022	ROCHESTER 100 INC.	SUPPLIES		50.00
0000062843	07/29/2022	SARGENT WELCH VWR SCIENTIFIC	SUPPLIES		20.52
0000062844	07/29/2022	SAYRE AREA SCHOOL DISTRICT	TUITION C SEELEY		107.10
0000062845	07/29/2022	SCHOLASTIC INC	SUPPLIES		1,284.86
0000062846	07/29/2022	TULPEHOCKEN MT SPRING WATER	WATER		176.00
0000062847	07/29/2022	UGI ENERGY SERVICES INC.	NATURAL GAS		4,941.20

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

### FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-29

Check Numbers: 0000062806 - 0000062854

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062848	07/29/2022	UNITED ART AND EDUCATION	SUPPLIES		52.35
0000062849	07/29/2022	UNITED PARCEL SERVICE	UPS CHARGES		31.00
0000062850	07/29/2022	UPMC	ATHLETIC TRAINER		2,727.30
0000062851	07/29/2022	VASCO BRANDS INC	SUPPLIES		1,297.53
0000062852	07/29/2022	VOYAGER SOPRIS LEARNING	SUPPLIES		800.00
0000062853	07/29/2022	WARD'S SCIENCE	SUPPLIES	SUPPLIES PO #2300000021	76.92
0000062854	07/29/2022	XEROX CORPORATION	COPIERS		419.25
D000001640	07/29/2022	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 <sup>D</sup>
D000001641	07/29/2022	JOANNA BUTCHER	RE TAX OVER PMT REFUND		26.00 <sup>D</sup>
D000001642	07/29/2022	CURRICULUM ASSOCIATES	SUPPLIES		2,358.92 <sup>D</sup>
D000001643	07/29/2022	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		2,712.26 <sup>D</sup>
D000001644	07/29/2022	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 7/29/2022		3,251.00 <sup>D</sup>
D000001645	07/29/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 7/29/2022	DED: TAP - Full Payroll Pay Date: 7/29/2022	5,603.79 <sup>D</sup>
D000001646	07/29/2022	NTSWA	PROF SVC		46.35 <sup>D</sup>
D000001647	07/29/2022	REAL DISPOSAL LLC	GARBAGE REMOVAL		696.00 <sup>D</sup>
D000001648	07/29/2022	SANICO	SUPPLIES		5,292.16 <sup>D</sup>
D000001649	07/29/2022	SCHOOL SPECIALTY INC	SUPPLIES		35.58 <sup>D</sup>

### FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-07-29

Check Numbers: 0000062806 - 0000062854

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

10 - GENERAL FUND	205,390.71
Grand Total All Funds	205,390.71
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	20,222.06
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	185,168.65
Grand Total All Payments	205,390.71

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND    Payment Date: 2022-07-15

Payment Categories: Direct Deposits,  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000033	07/15/2022	NUTRITION INC.	JUNE INVOICE		35,908.77 <sup>D</sup>
			<b>50 - FOOD SERVICE FUND</b>		<b>35,908.77</b>
			Grand Total All Funds		35,908.77
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		35,908.77
			Grand Total Manual Checks		0.00
			Grand Total Other Disbursement Non-negotiables		0.00
			Grand Total Procurement Card Other Disbursement Non-negotiables		0.00
			Grand Total Regular Checks		0.00
			<b>Grand Total All Payments</b>		<b>35,908.77</b>

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: 50 - FOOD SERVICE FUND Payment Date: 2022-07-29

Check Numbers: 0000004840 - 0000004840

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004840	07/29/2022	AMAZON CAPITAL SERVICES	SUPPLIES		991.96
D000000034	07/29/2022	GENERAL FUND-CASD	REIMB FOR SUPPLIES PURCHASED		329.39 <i>D</i>
D000000035	07/29/2022	NUTRITION INC.	JULY INVOICE		8,366.34 <i>D</i>
<b>50 - FOOD SERVICE FUND</b>					<b>9,687.69</b>
Grand Total All Funds					9,687.69
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					8,695.73
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					991.96
Grand Total All Payments					9,687.69

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

**M E M O**  
FROM THE DESK OF  
SHELLY GOWIN  
*CANTON AREA SCHOOL DISTRICT*

August 2022

TO: Mark Jannone, Board of Education

RE: Transportation Changes

Following are changes that were made to transportation contracts since the last board meeting:

2021-22 ESY Rates:

Doud Transportation

- Van 39 – Canton ESY – Effective 6/13/2022 \$115.00
- Van 23 – STSD ESY – Effective 6/17/2022 \$178.86
- Van 34 – Athens ESY – Effective 7/11/2022 \$275.63

Jennings Bus Company

- Bus 35 – Canton ESY – Effective 6/13/2022 \$131.43



## 2022-2023 APPROVED DRIVERS

\*Pending completed paperwork

Birdsall, Joel	Kapichok, Clint	Vargson, Sherry
Brackman, Jon	Kilbourn, Dan*	Watson, Judy
Castle, Charles	Krause, Casey	Weingartner, Terri
Dean, Lisa	Machmer, Linda	Wesneski, Shauna
Doud, Dorothea	Martin, Mitzi	Wesneski, Wesley*
Doud, James	McMurray, Mark	Westerbaan, Allen
Duran-Kellar, Amanda	Morgan, Penny	Williams, David
Ferguson, Gary	Moyer, Alan	Williams, Tammy
Fitzwater, Amber	Neitz, Cheryl	Yaggie, Andy
Frankenberger, Megan	Ostrander, Tiffany	Yaggie, Patricia
Graham, Charles	Porter, Mary Ann	
Graham, Sue	Reedy, Dolly	
Groover, Jon	Riggs, John	
Jennings, Alicia*	Ross, Richard	
Jennings, Darin	Schrader, Melony	
Jennings, Frank	Scott, Timothy	
Jennings, Melissa	Slater, Lou Ann	
Jennings, Nathan*	Tarbox, Joanne	

2022-2023 TRANSPORTATION RATES

CONTRACTOR	VEH #	VEHICLE RUN		OTHER	ANNUALIZED	NOTES
		REGULAR	REGULAR			
DOUD TRANSPORTATION LLC	3	\$176.70	\$31,453.06			8/10/2022 15:53
DOUD TRANSPORTATION LLC	5	\$132.99	\$23,673.07			
DOUD TRANSPORTATION LLC	6	\$488.61	\$86,973.00	\$142.24 / \$407.79		REGULAR/NTCC, REGULAR ONLY & NTCC ONLY
DOUD TRANSPORTATION LLC	16	\$148.00	\$26,344.14			
DOUD TRANSPORTATION LLC	17	\$234.82	\$41,797.27			
DOUD TRANSPORTATION LLC	18	\$268.24	\$47,746.57			
DOUD TRANSPORTATION LLC	21	\$247.18	\$43,998.37			
DOUD TRANSPORTATION LLC	25	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	30	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	31	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	32	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	33	\$0.00	\$0.00			Canton Area
DOUD TRANSPORTATION LLC	34	\$0.00	\$0.00			SRU
DOUD TRANSPORTATION LLC	36	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	37	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	38	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	39	\$0.00	\$0.00			Canton Area
DOUD TRANSPORTATION LLC	56	\$0.00	\$0.00			
DOUD TRANSPORTATION LLC	23	\$0.00	\$0.00			Towanda Area
JENNINGS BUS COMPANY	11	\$0.00	\$0.00			
JENNINGS BUS COMPANY	12	\$314.46	\$55,973.46			
JENNINGS BUS COMPANY	14	\$238.04	\$42,370.55			
JENNINGS BUS COMPANY	15	\$186.80	\$33,249.85			
JENNINGS BUS COMPANY	26	\$0.00	\$0.00			
JENNINGS BUS COMPANY	27	\$0.00	\$0.00			
JENNINGS BUS COMPANY	29	\$0.00	\$0.00			Academy
JENNINGS BUS COMPANY	35	\$172.54	\$30,712.18			
MCMURRAY TRANSPORTATION	1	\$292.06	\$51,986.39			
MCMURRAY TRANSPORTATION	7	\$199.21	\$35,459.66			
MCMURRAY TRANSPORTATION	8	\$187.21	\$33,322.81			
MCMURRAY TRANSPORTATION	9	\$224.42	\$39,947.05			
MCMURRAY TRANSPORTATION	19	\$242.43	\$43,152.34			
MCMURRAY TRANSPORTATION	20	\$289.06	\$51,452.18			
YAGGIE JR., ANDREW	24	\$115.00	\$20,470.00			
<b>TOTALS PER DAY</b>			<b>\$4,157.76</b>			
<b>TOTALS PER YEAR</b>			<b>\$740,081.96</b>			<b>\$740,081.96</b>

Ww 6/29/22  
Bd APP 8/11/22

EDUCATION SERVICES  
PURCHASE OF SERVICE AGREEMENT  
*Custer City Private School, Custer City, PA*

This AGREEMENT is made between **Canton School District**, whose principle place of business is 509 East Main Street, Canton, PA 17724, hereinafter referred to as the "Home District" and the Children's Center for Treatment and Education d/b/a Beacon Light Behavioral Health Systems which operates Custer City Private School at 945 South Avenue, Custer City, PA 16725, hereinafter referred to as the "CCTE" and shall be in force and effect from **July 1, 2022** through **June 30, 2023** inclusive.

WHEREAS, CCTE, is licensed and approved by the Pennsylvania Department of Education to provide education services for children and youth, and is desirous of making such services available to the Home District, when appropriate: and

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties, intending to be bound hereby, it is mutually understood and agreed as follows:

1. The Home District is choosing to purchase educational services for their students attending CCTE Educational programs.
2. The tuition costs shall be determined by the classification of the students served, as listed below.

		BASD Rate	Home District
Special Education	Full Day	\$239.28	\$331.40
	Half Day	\$119.64	\$165.70
Life Skills	Full Day	\$208.96	\$249.46
	Half Day	\$104.48	\$124.73
Autistic Ed	Full Day	\$268.43	\$292.08
	Half Day	\$134.22	\$146.04

All rates are established based upon the cost of services.

3. As the Host District, Bradford Area School District will invoice the Home District on a monthly basis for tuition costs for the preceding month for District students enrolled in the Education Program.
4. The Home District will remit to the Host District, Bradford Area School District, on a monthly basis, the cost for tuition services provided to Home District students. As the Host District, Bradford Area School District will in turn, on a monthly basis, remit payment to CCTE for said tuition costs.

5. Related Services (including Nursing Services, Speech, Occupational and Physical Therapy) will be billed directly to the Home District from the rendering provider or will be billed by CCTE to the Home District for reimbursement.

6. The Home District and CCTE mutually agree to complete the required regulatory paperwork for special education students. This includes, but may not necessarily be limited to: the ER (Evaluation Review), the IEP (Individual Education Plan) and the NOREP (Notice of Recommended Educational Placement). As used in this Agreement, the term “IEP” or “Individualized Education Plan” shall refer to, and include, any applicable IEP and/or GIEP (Gifted Individualized Education Plan).

7. Placement Process

A. Upon referral of a student, the Home District shall provide the CCTE with an Individualized Education Plan, Evaluation Report, and a medical history as a minimum and, where available and applicable, related school information, psychological and psychiatric evaluations.

B. CCTE shall cooperate with the Home District in arranging a pre-placement conference with the students and their parent or guardians. The participants may include, but not be limited to, the child, parent or guardian, Home and Host District staff, and county caseworker or probation officer.

C. When the CCTE agrees to accept the student into the program, the Host District shall provide the CCTE with the student's books and student network access for academic purposes, prior to or upon the date of placement, or as soon as the information is available.

D. The CCTE will request, in writing, any necessary information about the child and his/her parent or guardians that has not been received from the Home District within fourteen (14) calendar days following placement of child. A copy of the request will be kept in the child's record.

8. Services

The CCTE shall ensure that its staff has all of the required certifications under the requirements of the Commonwealth of Pennsylvania's Department of Education to provide services to the Home District in accordance with the terms of this Agreement. In addition, the Host District and CCTE will mutually agree upon a procedure to ensure that accurate documentation is being completed on educational reviews of IEP goals and objectives. The CCTE agrees to complete academic progress reports and report cards utilizing Host District forms on the schedule required by the Host District. The Parties agree that the CCTE shall be responsible for ensuring that the requirements of a student's IEP, as established by the Host District with input from the CCTE, are met in all respects and that the students are provided with a free and appropriate public education.

9. Reports

The CCTE shall submit to the Home District and parents, quarterly progress reports pertaining to a student's Individualized Education Plan in such format as the Home District may request.

10. Transportation

The Home District shall be responsible for all student transportation associated with fulfilling the terms of this Agreement.

11. Attendance

The CCTE will maintain daily attendance records on all students and provide copies of attendance reports to the District.

12. Confidentiality

The CCTE and the Home District, their agents and employees shall perform their respective obligations under this Agreement in such a manner as to ensure that records, names and identities of persons shall remain confidential, except as disclosure is permitted by law or as required for fulfillment of the terms of this Agreement. In addition, the CCTE will be bound and follow the same rules of confidentiality and protection from disclosure of educational records as governs the District, including the Family Educational Right to Privacy Act, the Protection of Pupil Rights Amendment, the Health Insurance Portability and Accountability Act as well as the provisions of Chapter 12 of the State Board of Education Regulations. The CCTE further agrees to deliver to the District every document, computer disc, software program or records, diary, memorandum in any form whatsoever that may contain confidential education related information upon termination of this Agreement. The District agrees abide by the terms and conditions of Exhibit A, which is attached hereto and made a part of this Agreement. At the time of the execution of this Agreement, both Parties shall also execute a separate FERPA Confidentiality Agreement in the form provided by the District.

### 13. Insurance

The CCTE shall, at its sole cost and expense, procure and maintain, so long as this Agreement is in effect, insurance covering the performance of the services rendered by CCTE and its employees and subcontractors under this Agreement in accordance with the limits specified below.

In addition to the insurance coverage and limits specified herein, the CCTE shall obtain any other insurance coverage as may be required by law.

#### A. General Liability Insurance

1. Limits of Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
2. Coverage: Premises operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees, subcontractors, and volunteers as additional insured, joint liability and broad form property damage (including completed operations).

#### B. Professional Liability Insurance

1. Limit of Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
2. Coverage for occurrences happening during the performance of services required under this Agreement shall be maintained in full force and effect under the policy. The policy shall include tail coverage for up to a two-year period of exposure.

#### C. Automobile Liability

1. Limit of Liability: \$1,000,000 per person, \$2,000,000 per accident
2. Coverage: Owner, non-owned and hire vehicles. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility that are licensed to do business in the Commonwealth of Pennsylvania and shall list the Home District as an additional insured. Failure to maintain insurance coverage or failure to comply fully with the insurance provisions shall in no way act to relieve the CCTE from the obligations of this Agreement, any provisions hereof to the contrary notwithstanding. All insurance policies required of the CCTE under the terms of this Agreement shall contain provisions that underwriters shall have no rights of recovery or subrogation against Home District, its agents, directors, officers, or employees, it being the intention of the Parties that the insurance so effected shall protect all such Parties and that said insurance shall be primarily liable for any and all losses covered by the described insurance.

### 14. Relationship of Parties

The Parties agree that they conduct completely separate businesses and affairs, are separate entities, and are not partners or joint venturers in any sense whatsoever. The Parties further agree that CCTE and CCTE's employees, agents and subcontractors are independent contractors and not employees, agents or representatives of the Home District.

#### 15. Hold Harmless/Indemnification

A. CCTE agrees to assume, and shall assume, all risk and responsibilities for losses of every description in connection with the service that can be attributed either directly or indirectly to the CCTE. The CCTE agrees to indemnify, defend and hold harmless the Home District, its directors, officers, agents and employees for, or on account of any damage, injury, or loss, including the Home District's cost of litigation and attorneys' fees resulting from the actions, or inactions, of the CCTE, the CCTE's agents or employees, or a subcontractor of the CCTE, in fulfilling the terms and obligations of this Agreement. The Parties agree that the terms of this provision, and the CCTE's obligations imposed by this provision, shall survive the termination of this Agreement and shall cover all claims, regardless of when a claim is asserted.

B. The CCTE hereto shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strike, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities, or delay or default which cannot reasonably be foreseen or provided against.

#### 16. Licensure

The CCTE shall notify the Host and Home District, in writing, within five working days of any loss of its Licensure for any of the services being provided to the District in accordance with this Agreement.

#### 17. Clearances

CCTE shall comply with, and provide the Home District proof of compliance with, the Act 33, Act 34, Act 114, and Act 151 requirements for all CCTE employees, agents, or subcontractors that will have direct contact with students of the District. CCTE shall not permit any employee, agent, or subcontractor of CCTE to have direct contact with any student of the Home District until said clearances have been provided to the Home District. CCTE shall ensure that all staff are in compliance with Act 168 requirements.

#### 18. Assignment

Neither this Agreement, nor any of CCTE's rights or obligations hereunder, may be assigned to any other party without the prior written consent of the Home District.

#### 19. Cooperative Efforts

As requested by the Home District, the CCTE agrees to make its staff available to participate in evaluations, IEP meetings, hearings and similar sessions or meetings participated in by the Home District to evaluate, make educational decisions for or otherwise meet the needs of students served mutually by the Host and or Home District and CCTE.

#### 20. Termination

If either party violates any of the covenants or conditions of this Agreement, the party injured thereby shall thereupon have the right to terminate this Agreement by giving at least thirty (30) days written notice of said termination and specifying the effective date of said termination.

All contractual matters relating to the provision of the service by the CCTE shall, upon termination by either party, be settled within thirty (30) days of the date of termination by the rendering of a bill marked "final bill" by the CCTE to the Home District. In settling the contractual matters, the Parties agree that the payment amount contained in Section 2 of this Agreement shall be pro-rated, with CCTE being entitled to compensation for only those services that were provided prior to the date of termination and in compliance with the terms and conditions of this Agreement.

21. Entire Agreement/Modification

This Agreement embodies the entire understanding between the Parties and supersedes any other prior or contemporaneous oral or written proposal, representation or agreement relating to the subject matters hereof. No change, alteration or modification to this Agreement may be made except in a writing signed by the Parties hereto.

22. Savings Clause


All sections, sentences, and provisions contained in this Agreement are severable. Should any section, sentence, or provision of this Agreement be rendered void, invalid or unenforceable by any court of law (or arbitrator), for any reason, such a determination shall not render void, invalid, or unenforceable any other section, sentence, or provision of this Agreement and the remainder of this Agreement shall remain in full force and effect and binding on the Parties hereto.

Additionally, any court (or arbitrator) construing this Agreement is expressly granted the authority to, and requested to, revise any invalid or unenforceable section, sentence, or provision of this Agreement in order to render same enforceable and then to enforce the revised section, sentence, or provision against the Parties hereto as if the invalid section, sentence, or provision had never been inserted.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

Service Provider  
Children's Center for Treatment and Education  
d/b/a Beacon Light Behavioral Health Systems  
800 East Main Street  
Bradford, PA 16701

Purchaser  
Canton School District  
509 East Main Street  
Canton, PA 17724

  
Jennifer Gesing, Executive Director  
Date: June 2, 2022

\_\_\_\_\_  
President, Board of Education  
Date: \_\_\_\_\_

Bradford Area School District, Home District

  
Superintendent  
Date: 6-02-22

## BUSINESS ASSOCIATE AGREEMENT

**THIS BUSINESS ASSOCIATE AGREEMENT (this “Agreement”),** is made and entered into as of this 1<sup>st</sup> day of July 2022, by and between Children’s Center for Treatment and Education, administrative office at 800 East Main Street, Bradford, PA 16701 (“Covered Entity”), and Canton School District at 509 East Main Street, Canton, PA 17724 (“Business Associate”), to address the parties responsibilities under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the regulations promulgated thereunder, including without limitation, the Standards for Privacy of Individually Identifiable Health Information (the “HIPAA Privacy Rule”) and the Security Standards for the Protection of Electronic Protected Health Information (the “HIPAA Security Rule”) set forth at 45 C.F.R., Parts 160 and 164; and

**WHEREAS,** Covered Entity has contracted the services of Business Associate that may involve the use and disclosure of Protected Health Information (“PHI”) (as that term is defined below); and

**WHEREAS,** the HIPAA Privacy and Security Rules require Covered Entity to enter into this Agreement with Business Associate to obtain satisfactory assurances that Business Associate will appropriately safeguard all PHI that Business Associate receives from, creates or receives on behalf of, Covered Entity.

**NOW, THEREFORE,** in consideration of the promises and mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

### **1.0 DEFINITIONS**

1.1 Health Care Operations shall have the meaning defined in 45 C.F.R. §164.501, as currently drafted and subsequently amended.

1.2 Individually Identifiable Health Information shall mean information that is a subset of health information, including demographic information collected from an individual, and (i) is created or received by a healthcare provider, health plan, or healthcare clearinghouse; and (ii) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of health care to an individual; and (a) identifies the individual, or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

1.3 Protected Health Information (“PHI”) shall mean Individually Identifiable Health Information that is (i) transmitted by electronic media, (ii) maintained in any medium constituting electronic media, or (iii) transmitted or maintained in any other form or medium. PHI shall not include (i) education records covered by the Family Educational Right and Privacy Act, as amended, 20 U.S.C. §1232g, and (ii) employment records held by Covered Entity in its role as employer.

1.4 Designated Record Set shall mean a group of records maintained by or for Covered Entity that is (i) the medical records and billing records about individuals maintained by or for Covered Entity, (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for Covered Entity to make decisions about individuals. As used herein the term, “Record” means any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by or for Covered Entity.

1.5 Affiliated Covered Entity shall mean another legal entity that shares common ownership and/or control with Covered Entity and with whom Covered Entity has elected to be designated as a single Covered Entity for purposes of the HIPAA Privacy and Security Rules.

1.6 Catch-all definition. Terms used, but not otherwise defined in this Agreement shall have the same meaning as those terms in the HIPAA Privacy and Security Rules.

### **2. PERMISSIVE AND REQUIRED USES AND DISCLOSURES OF PHI BY BUSINESS ASSOCIATE**

2.1 Contractual Obligations. Except as otherwise limited by this Agreement, Business Associate may use or disclose PHI necessary to perform its obligations as may be required under any and all applicable oral or written contracts with Covered Entity provided that such use or disclosure of PHI would not violate the HIPAA Privacy or Security Rules if done by Covered Entity. All other uses and disclosures not authorized by this Agreement are prohibited, unless required by law or agreed to in writing by Covered Entity.

2.2 Business Activities. Unless otherwise limited herein, Business Associate may:

- a. Use PHI in its possession for Business Associate’s proper management and administration and to fulfill any present or future legal responsibilities of Business



Associate provided that such uses are permitted under the HIPAA Privacy and Security Rules and any other applicable federal and state privacy laws.

- b. Disclose the PHI in its possession to third parties for the purpose of Business Associate's proper management and administration and to fulfill any present or future legal responsibilities of Business Associate, provided that Business Associate represents to Covered Entity in writing, (i) that the disclosures are required by law; or (ii) Business Associate has received from the third party written assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party, and the third party agrees to notify Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached.
- c. Aggregate the PHI in its possession with the PHI of other Affiliated Covered Entities that Business Associate has in its possession through its capacity as a business associate to such other Affiliated Covered Entities provided that the purpose of such aggregation is to provide Covered Entity with data analysis relating to the Health Care Operations of Covered Entity. Business Associate will not disclose PHI obtained from Covered Entity to another non-affiliated covered entity absent written authorization from Covered Entity.
- d. De-identify any and all PHI, provided that the de-identification conforms to the requirements of 45 CFR §164.514(b) and that Business Associate maintains such documentation as required by applicable law, as provided for in 45 CFR §164.514(b). The parties understand that properly de-identified information is not PHI under the terms of this Agreement.
- e. Use PHI to report violations of law to appropriate federal and state authorities consistent with 45 CFR §164.502(j)(1).

### **3. RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PHI**

3.1 Responsibilities of the Business Associate. With regard to its use and/or disclosure of PHI, Business Associate hereby agrees to:

- a. Not use or further disclose the information other than as permitted or required by this Agreement or as required by law;
- b. Mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI in violation of the requirements of this Agreement.
- c. Report to Covered Entity in writing, any use or disclosure of PHI that is not permitted or required by this Agreement, or any security incident, of which it becomes aware within 10 days of Business Associate's discovery of such unauthorized use or disclosure or security incident.
- d. Ensure that any agent, including a subcontractor to whom Business Associate provides PHI received from, or created or received by Business Associate on behalf of, Covered Entity agrees in writing to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to PHI, and agrees to implement reasonable and appropriate safeguards to protect such information.
- e. Use appropriate safeguards to maintain the security of the PHI and to prevent unauthorized use and/or disclosure of the PHI. Business Associate shall implement and use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of Covered Entity as required by the HIPAA Security Rule, and shall comply, where applicable, with the HIPAA Security Rule, to prevent use or disclosure of the information other than as provided for by this Agreement.
- f. Make available all of its internal records, books, agreements, policies, and procedures relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of, Covered Entity to the Secretary of the U.S. Department of Health and Human Services ("HHS") for the purposes of determining Covered Entity's compliance with the HIPAA Privacy and Security Rules.
- g. Document uses and disclosures of PHI and within thirty (30) days of Covered Entity's request, make available such documentation to Covered Entity for an accounting of the individual's PHI as required by 45 C.F.R. §164.528.

- h. Make available to Covered Entity all records, books, agreements, policies and procedures relating to Business Associate's use and disclosure of PHI for purposes of determining Business Associate's compliance with the terms of this Agreement.
- i. If records containing PHI constitute a Designated Record Set, Business Associate agrees to provide access to PHI at the request of Covered Entity and make available PHI for amendment and incorporate any amendments as directed by Covered Entity, all in accordance with applicable law.
- j. To the extent that Business Associate is to carry out one or more of Covered Entity's obligations under the HIPAA Privacy Rule, comply with the requirements of the HIPAA Privacy Rule that apply to Covered Entity in the performance of such obligations.

3.2 Responsibilities of Covered Entity. With regard to the use and/or disclosure of PHI by the Business Associate, Covered Entity hereby agrees:

- a. To inform Business Associate of any change(s) in its Notice of Privacy Practices (the "Notice") that Covered Entity provides to individuals pursuant to 45 C.F.R. §164.520, to the extent that any such change(s) may affect Business Associate's use or disclosure of PHI, and to provide the Business Associate a copy of the Notice currently in use.
- b. To inform the Business Associate of any changes in, or revocation of, the consent or authorization provided to Covered Entity by individuals to use or disclose PHI, to the extent that such changes or revocation may affect Business Associate's use or disclosure of PHI pursuant to 45 C.F.R. §164.506 and §164.508.
- c. To notify the Business Associate of any restrictions on use and/or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. §164.522 agreed to by Covered Entity.
- d. That Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy or Security Rules even if done by Covered Entity.

3.3 Data Breach Notification Requirements. Covered Entity and Business Associate shall each comply with the HHS Final Rule on Breach Notification for Unsecured Protected Health Information ("Notification Rule"). Business Associate shall alert Covered Entity immediately if it discovers an actual or suspected breach of unsecured PHI (as defined in the Notification Rule) in connection with Covered Entity data acquired, accessed, used, or disclosed by Business Associate or its agents, or Covered Entity data stored at or transmitted through a Business Associate-managed data center or Business Associate-managed servers or networks. Business Associate shall provide, either in conjunction with the above notification, or promptly thereafter as information becomes available and to the extent possible, the identification of each individual whose unsecured PHI has been, or is reasonably believed to have been, accessed, acquired, used, or disclosed during the breach. As between Covered Entity and Business Associate, the Covered Entity shall have final authority to determine whether a breach of unsecured PHI has occurred, whether HHS notification requirements have been triggered, and the necessity for and content of any required notifications. Business Associate shall cooperate fully to assist Covered Entity in identifying individuals potentially affected by the breach, conducting the risk assessment required by the Notification Rule, and providing any required notifications. To the extent that the breach of unsecured PHI resulted from acts or omissions of Business Associate or its agents, Business Associate shall be responsible for all costs reasonably incurred by Covered Entity or Business Associate as a result of such breach. Business Associate shall train the members of its workforce who provide services to Covered Entity with respect to the requirements of the Notification Rule, as necessary and appropriate for those persons to carry out their job duties and comply with the foregoing obligations.

#### 4. TERM AND TERMINATION

4.1 Term. The Term of this Agreement shall be effective on the date specified above, and shall terminate when all PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or if it is not feasible to return or destroy PHI, when protections are extended to such information in accordance with paragraph 4.3 of this Section.

4.2 Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall:

- a. Provide an opportunity for Business Associate to cure the breach or end the violation within the time specified by Covered Entity, and if Business Associate does not cure the

breach or end the violation within the specified time, Covered Entity shall terminate this Agreement and any related agreement/amendments; or

- b. Immediately terminate this Agreement and any related agreements if Business Associate has breached a material term of this Agreement and cure is not possible.

4.3 Effect of Termination.

- a. Immediately upon termination of this Agreement or within sixty (60) days thereafter, Business Associate agrees to return or destroy all PHI received from, or created or received by the Business Associate on behalf of, Covered Entity, and to retain no copies thereof. Business Associate further agrees to recover any PHI in the possession of its subcontractors or agents and return it to Covered Entity.
- b. If it is not feasible for Business Associate to return or destroy said PHI, Business Associate will notify Covered Entity in writing that it has determined that it is not feasible to return or destroy the PHI and the specific reasons for such determination. In the event that Business Associate determines that returning or destroying PHI is not feasible, Business Associate shall extend any and all protections, contained in this Agreement to the Business Associate’s use and/or disclosure of PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to those purposes that make the return or destruction of the information not feasible. Additionally, upon termination of this Agreement, if it is not feasible for Business Associate to obtain from a subcontractor or agent any PHI in the possession of such subcontractor or agent, the Business Associate must provide a written explanation to Covered Entity and require the subcontractors and agents to agree in writing to extend any and all protections, limitations and restrictions contained in this Agreement to the subcontractors’ and/or agents’ use and/or disclosure of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI not feasible.

5. MISCELLANEOUS

5.1 Regulatory References. A reference in this Agreement to a section in the HIPAA Privacy or Security Rule means the section as in effect or as amended.

5.2 Amendment. The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the parties to comply with the requirements of the HIPAA Privacy and Security Rules.


5.3 Survival. The respective rights and obligations of Business Associate under Section 4.3 related to “Effect of Termination” shall survive the termination of this Agreement.

5.4 Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the HIPAA Privacy and Security Rules.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives as of the effective date stated above.

Covered Entity:

Business Associate:

By: 

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

Print Name: Jennifer Gesing

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

Print Title: Executive Director

Print Title: \_\_\_\_\_

Date: June 2, 2022

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

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**BEACON LIGHT**  
BEHAVIORAL HEALTH SYSTEM

A Member of Journey Health System

1885 Market Street  
Warren, PA 16365  
Phone: 814-584-1140

Outpatient Services  
Forest/Warren Counties  
1885 Market Street  
Warren, PA 16365  
Phone: 814-723-1832

Custer City School  
Bradford RTF  
945 South Avenue  
Custer City, PA 16725  
Phone: 814-817-1372

Community & School-Based  
Behavioral Health  
1574 Bee Line Highway  
DuBois, PA 15801  
Phone: 814-503-8697

Community & School-Based  
Behavioral Health  
6395 Clearfield-Woodland Highway  
Clearfield, PA 16830  
Phone: 814-205-4014

Ulster RTF  
100 Robert Gabriel Drive  
Ulster, PA 18850  
Phone: 1-866-375-3967

Youngsville RTC  
585 E. Main Street  
Youngsville, PA 16371  
Phone: 1-866-857-5272

Youngsville Specialized Residential  
585 E. Main Street  
Youngsville, PA 16371  
Phone: 814-584-1124

STRIDE - West  
800 East Main Street  
Bradford, PA 16701  
Phone: 814-817-1316

STRIDE - East  
100 Robert Gabriel Drive  
Ulster, PA 18850  
Phone: 1-866-375-3967

Community Services  
945 South Avenue  
Custer City, PA 16725  
Phone: 814-817-1372

SAY Program  
800 East Main Street  
Bradford, PA 16701  
Phone: 814-817-1310

STAR West Program  
800 East Main Street  
Bradford, PA 16701  
Phone: 814-817-1310

STAR East Program  
21 South Zeller Street  
McClure, PA 17841  
Phone: 570-415-1805

G.I.R.L.S. Program  
145 Lorana Avenue  
Bradford, PA 16701  
Phone: 814-817-3616

Dual Diagnosis Treatment Team  
1315 South Allen Street  
Suite 105  
State College, PA 16801

Family-Based Behavioral Health  
306 Hazel Street  
Warren, PA 16365  
Phone: 814-584-1140  
Fax: 814-817-1448

STRIDE Kittanning  
1214 Freeport Road  
Kittanning, PA 16201

June 3, 2022

Canton School District  
509 East Main Street  
Canton, PA 17724

To Whom It May Concern,

We are writing to you at this time because our records indicate one (or more) of your district students may have been placed in our private school over the past year, or we've had a recent agreement on file.

At this time we need to obtain agreements for the 2022-2023 academic school year to cover services actively being provided, or in anticipation of future placements.

Enclosed you will find one original of the Purchase of Service Agreement and Business Associate Agreement between Canton School District and Beacon Light's Custer City Private School.

If you find the terms acceptable, please execute all originals and return a copy by either faxing to 814-817-1447 or mailing back to the attention of Susan Sayers. As always, please feel free to contact me at 814-817-1400 x1205 should you have any questions or require any additional information.

Thank you for your time.

Sincerely,

Jennifer Gesing  
Executive Director

# Memorandum of Understanding Between

**Canton Borough Police Department  
PO Box 174  
4 North Center Street  
Canton, PA 17724**

**And**

**Canton Area School District  
509 East Main Street  
Canton, PA 17724**

**August 8, 2022**

## **I. Introduction**

### **A. Parties**

**The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):**

The Canton Borough Police Department (hereinafter referred to as “Police Department”) enters into and agrees to adhere to the policies and procedures contained in this Memorandum of Understanding (hereinafter referred to as “Memorandum”).

**The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:**

The Canton Area School District (hereinafter referred to as “School District”) enters into and agrees to adhere to the policies and procedures contained in this Memorandum of Understanding.

- B.** This Memorandum establishes procedures to be followed when certain incidents - described in Section II below - occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.
- C.** The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
  - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
    - i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*
    - ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
  - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation the School Entity shall:
    - i. Comply with the Family Educational Rights and Privacy Act (hereinafter – FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
    - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
    - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
  - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account

the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office<sup>1</sup> - what circumstance led to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs,

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<sup>1</sup> Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.



restorative practices, school-wide positive behavior supports, education and deterrence.

2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

## **II. Notification of Incidents to Law Enforcement**

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

### **A. Mandatory Notification**

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
  - a. The following offenses under 18 Pa. C.S. (relating to crimes and offenses):
    - i. Section 908 (relating to prohibited offensive weapons).
      - a) The term offensive weapon is defined by Section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton,

taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa. C.S. § 908 (c) (relating to definitions).

- b) Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it, taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.
- ii. Section 912 (relating to possession of weapon on school property).
    - a) The term weapon is defined by section 912 of the Crimes Code to include but is not limited to a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
    - b) Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.
  - iii. Chapter 25 (relating to criminal homicide).
  - iv. Section 2702 (relating to aggravated assault).
  - v. Section 2709.1 (relating to stalking).
  - vi. Section 2901 (relating to kidnapping).
  - vii. Section 2092 (relating to unlawful restraint).
  - viii. Section 3121 (relating to rape).
  - ix. Section 3122.1 (relating to statutory sexual assault).

- x. Section 3123 (relating to involuntary deviate sexual intercourse).
  - xi. Section 3124.1 (relating to sexual assault).
  - xii. Section 3124.2 (relating to institutional sexual assault).
  - xiii. Section 3125 (relating to aggravated indecent assault).
  - xiv. Section 3126 (relating to indecent assault).
  - xv. Section 3301 (relating to arson and related offenses).
  - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
  - xvii. Section 3502 (relating to burglary).
  - xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
  - xix. Section 5501 (relating to riot).
  - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
  - c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
  - d. An offense for which registration is required under 42 Pa. C.S. § 9795.1 (relating to registration).
- 2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student’s behavior. Nothing in this provision shall be read to limit law enforcement’s discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
  - a. The following offenses under 18 Pa. C.S. (relating to crimes and offenses):
    - i. Section 2701 (relating to simple assault).
    - ii. Section 2705 (relating to recklessly endangering another person).
    - iii. Section 2706 (relating to terroristic threats).
    - iv. Section 2709 (relating to harassment).
    - v. Section 3127 (relating to indecent exposure).
    - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
    - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
    - viii. Chapter 39 (relating to theft and related offenses).
    - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
    - x. Section 5503 (relating to disorderly conduct).
    - xi. Section 6305 (relating to sale of tobacco).
    - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
    - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

- b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
  2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.
- C. Law Enforcement Response to Notification
1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
  2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.
- D. Notification of the Law Enforcement Authority when incident involves children with disabilities
1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
  2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's

behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
  4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
  5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of that special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
  6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.
- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
1. Whether the incident is in-progress or has concluded.
  2. Nature of the incident.
  3. Exact location of the incident.
  4. Number of persons involved in the incident.
  5. Names and ages of the individuals involved.

6. Weapons, if any, involved in the incident.
  7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
  8. Injuries involved.
  9. Whether EMS or the Fire Department have been notified.
  10. Identity of the school contact person.
  11. Identity of the witnesses to the incident, if any.
  12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
  13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:
1. Blueprints or floor plans of the school buildings.
  2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
  3. Location(s) of predetermined or prospective command posts.
  4. Current teacher/employee roster.
  5. Current student roster.
  6. Most recent school yearbook.
  7. School fire-alarm shutoff location and procedures.
  8. School sprinkler system shutoff location and procedures.
  9. Gas/utility line layouts and shutoff valve locations.
  10. Cable/satellite television shutoff location and procedures.

11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

### **III. Law Enforcement Authority Response**

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:

- a. Meet with contact person and locate scene of incident.
- b. Stabilize incident.
- c. Provide/arrange for emergency medical treatment, if necessary.
- d. Control the scene of the incident.
  - i. Secure any physical evidence at the scene.
  - ii. Identify involved persons and witnesses.
- e. Conduct investigation.
- f. Exchange information.
- g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

2. Incidents not in progress:

- a. Meet with contact person.
- b. Recover any physical evidence.
- c. Conduct investigation.
- d. Exchange information.
- e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall



proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

**B. Custody of Actors**

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
  - a. The student has been placed under arrest.
  - b. The student is being placed under investigative detention.
  - c. The student is being taken into custody for the protection of the student.
  - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

**IV. Assistance of School Entities**

**A. *In Loco Parentis***

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe School Act providing transportation to or from school or a school sponsored activity.

**B. Notification of Parent or Guardian**

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.

2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designee, informed of the status of pending investigations.
2. Victims
  - a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews the victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
  - b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.
3. Witness
  - a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
  - b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.
4. Suspects and Custodial Interrogation
  - a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.

- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

1. No later than thirty (30) days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
2. No later than fifteen (15) days prior to the deadline for submitting the annual report, the police department shall notify the chief school

administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the Chief of Police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.

3. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
4. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
5. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

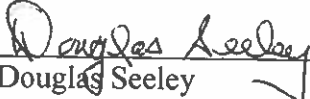
The school district and Canton Borough police will meet each day to compare their Safe Schools data to ensure that the Borough data matches the data of the school district as reported in the Safe School Report submitted annual to the Pennsylvania Department of Education. The district has provided forms to the local police department that are shared with the district to ensure the data between the two entities is accurate.


## **V. General Provisions**

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two (2) years of the date of its original execution and every two (2) years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.

- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

And Now, this 8<sup>th</sup> day of August, 2022, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

  
\_\_\_\_\_  
Douglas Seeley  
Canton Borough Police Department  
Chief of Police

  
\_\_\_\_\_  
George Jennings  
Canton Borough  
Council Vice President

\_\_\_\_\_  
Amy Martell  
Canton Area School District  
Superintendent

\_\_\_\_\_  
Michael Wells  
Canton Area Elementary School  
Principal

\_\_\_\_\_  
Donnie Jacopetti  
Canton Jr./Sr. High School  
Principal

WW 8/3/22  
Bd App 8/11/22

**BLaST IU17 – Canton ASD**  
**Memorandum of Understanding**  
**Sheltering and Mass Care Facilities**  
**2022-2027**

This agreement is made and entered into between BLaST IU17 and Canton Area School District to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the BLaST IU17 North Academy.

The BLaST IU17 North Academy will make every effort to notify Canton Area School District of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

Canton Area School District agrees to open their building located at 509 East Main St., Canton, PA to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. Canton Area High School has a capacity to accommodate approximately 65 people.

Canton Area School District understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for North Academy administrative personnel. Furthermore, BLaST IU17 North Academy will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

The BLaST IU17 North Academy agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse Canton Area School District for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The North Academy will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging Canton Area High School.

BLaST IU17 will reimburse Canton Area School District for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. BLaST IU17 will not pay any operational or administrative fees to Canton Area School District.

The BLaST IU17 shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to Canton Area School District shall be directed to the BLaST IU17's office of the Executive Director or administrative assistant.