



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, APRIL 18, 2017
7:00 PM

**KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

April 18, 2017 –Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

May 9, 2017 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

April 18, 2017

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 14, 2017, and the Business/Legislative Minutes of March 21, 2017.

FOR INFORMATION ONLY

- | | | |
|-------------|--|---|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. | SHASDA Report | <i>Ms. Raeann Lindsey</i> |
| III. | Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. | PSBA/Legislative Report | <i>Mr. Donald Howard</i> |
| V. | Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. | Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. | Green Tree Borough Council Minutes | <i>(Available Online)</i> |

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

April 18, 2017

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. INTERIM PRINCIPAL – MYRTLE AVENUE ELEMENTARY SCHOOL

It is recommended that the Board approve **Mr. Scott Mizikar** as the Interim Principal at Myrtle Avenue Elementary School, effective May 1, 2017 through December 31, 2017, at a rate of \$450.00 per day.

For Information Only

Mr. Mizikar is currently a fourth grade teacher at Dormont Elementary School. This amount reflects his new salary rate while in the position as Interim Principal of Myrtle Avenue Elementary School.

II. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective **Monday, June 12, 2017 through Friday, August 11, 2017.**

For Information Only

Anyone 18 or under may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

III. SECOND READING OF POLICY NO. 107.2: COURSE SYLLABI

It is recommended that the Board approve the SECOND READING of Policy No. 107.2: *Course Syllabi*.

IV. SECOND READING OF POLICY NO. 112: SCHOOL COUNSELING

It is recommended that the Board approve the SECOND READING of Policy No. 112: *School Counseling*.

V. SECOND READING OF POLICY NO. 116: TUTORIAL INSTRUCTION

It is recommended that the Board approve the SECOND READING of Policy No. 116: *Tutorial Instruction*.

VI. SECOND READING OF POLICY NO. 117: HOMEBOUND

It is recommended that the Board approve the SECOND READING of Policy No. 117:
Homebound.

VII. FIRST READING OF POLICY NO. 146: STUDENT SERVICES

It is recommended that the Board approve the FIRST READING of Policy No. 146:
Student Services.

VIII. FIRST READING OF POLICY NO. 207: CONFIDENTIAL COMMUNICATIONS OF STUDENTS

It is recommended that the Board approve the FIRST READING of Policy No. 207:
Confidential Communications of Students.

IX. FIRST READING OF POLICY NO. 216.1: SUPPLEMENTAL DISCIPLINE RECORDS

It is recommended that the Board approve the FIRST READING of Policy No. 216.1:
Supplemental Discipline Records.

X. FIRST READING OF POLICY NO. 834: SICK LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 834:
Sick Leave.

XI. FIRST READING OF POLICY NO. 837: PERSONAL NECESSITY LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 837:
Personal Necessity Leave.

XII. FIRST READING OF POLICY NO. 838.1: COMPENSATED PROFESSIONAL LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 838.1:
Compensated Professional Leave.

XIII. FIRST READING OF POLICY NO. 838.1-AR-1: REQUEST FOR COMPENSATED LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 838.1-AR-1:
Request for Compensated Leave.

XIV. FIRST READING OF POLICY NO. 838: VACATION

It is recommended that the Board approve the FIRST READING of Policy No. 838:
Vacation.

XV. FIRST READING OF POLICY NO. 839: UNCOMPENSATED LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 839:
Uncompensated Leave.

XVI. FIRST READING OF POLICY NO. 851: DRUG AND SUBSTANCE ABUSE

It is recommended that the Board approve the FIRST READING of Policy No. 851:
Drug and Substance Abuse.

EDUCATION REPORT

April 18, 2017

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. TEXTBOOK ON DISPLAY FOR THE 2017/2018 SCHOOL YEAR

The Administration recommends for the 2017/2018 school year, that *Asi se dice! (Spanish 1) 2016, McGraw-Hill* be placed on display for review.

II. ALLEGHENY INTERMEDIATE UNIT 2017/2018 SERVICES AGREEMENT

The Administration recommends that the Board approve the Allegheny Intermediate Unit 2017/2018 Services Agreement.

For Information Only

This Agreement includes terms and conditions related to the services that the District could choose to purchase and does not obligate the District to purchase these services from the AIU.

III. AUTHOR VISIT – TITLE I FAMILIES

The Administration recommends that the Board approve **Gina Crossey** to conduct an author visit on May 11, 2017 at Myrtle Avenue Elementary School at 6:30 p.m. for Dormont and Myrtle Title I families at a cost of \$500.00 to be paid from the Title I Parent Involvement Grant Funds.

IV. AFFILIATION AGREEMENT BETWEEN DUQUESNE UNIVERSITY & KOSD

The Administration recommends that the Board approve the Affiliation Agreement between Duquesne University and the Keystone Oaks School District regarding the implementation of field placements, student teachers, and internships, effective June 11, 2017 through June 11, 2022.

PUPIL PERSONNEL REPORT

April 18, 2017

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. ALLEGHENY INTERMEDIATE UNIT HEAD START LEASE AGREEMENT

It is recommended that the Board approve the Allegheny Intermediate Unit Head Start Program Lease Agreement with the Keystone Oaks School District at an amount of \$4,500.00, payable in twelve (12) installments of \$375.00, effective September 1, 2017 through August 31, 2018. The space rental is a classroom at Dormont Elementary School.

II. ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS FOR 2017/2018

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* for the 2017/2018 school year in compliance with the federal requirements of 34 CFR PART 300.

III. IDEA – PART B: USE OF FUNDS AGREEMENT 2017/2018

The Administration recommends that the Board approve the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2017 through June 30, 2018.

IV. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Instructional Summer Work Program* at the Keystone Oaks High School from June 12-15; June 19, 20, 22; June 26-29, 2017 through July 3, 5, 6, 2017 (7:00 a.m.–12:00 p.m.) for approximately 15 students and two (2) instructors, **Mark Elphinstone** and **Michael Orsi**. The program has both an instructional component and a custodial component.

PERSONNEL REPORT

April 18, 2017

Mr. David Hommrich, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. PARAPROFESSIONAL

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2014-2018*, and receipt of all required legal documents, the Administration recommends the employment of:

Leslie Romano-Toppetta

Paraprofessional – Myrtle Avenue Elementary School

Effective April 10, 2017

Salary – \$12.04 per hour

II. HIGH SCHOOL MUSICAL PAYMENTS

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks High School Musical pending receipt of all required legal documents:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
William Finn	Guitar	\$960.00
Steve Flory	Drums	\$560.00
Abby Langhorst	Percussion	\$640.00
Steve Palko	Bass	\$640.00
Ed Poellot	Keyboard 2	\$560.00
Emilio Suarez	Reeds	\$300.00

FINANCE REPORT

April 18, 2017

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of March 31, 2017 (Check No. 53474 – 53733)	\$805,771.23
B. Risk Management as of March 31, 2017 (Check No. 2042 – 2044)	\$1,201.37
C. Food Service Fund as of March 31, 2017 (Check No. 9118 – 9121)	\$7,622.55
D. Athletics as of March 31, 2017 (None)	\$0.00
E. Capital Reserve as of March 31, 2017 (Check No. 1564 – 1569)	\$244,644.68
TOTAL	\$1,059,239.83

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 MARCH ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 28,530,809	\$ (343,615)
7000	State Revenue Sources	\$ 10,811,514	\$ 7,585,979	\$ (3,225,535)
8000	Federal Revenue Sources	\$ 847,073	\$ 420,261	\$ (426,812)
Total Revenue		\$ 40,533,011	\$ 36,537,049	\$ (3,995,962)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 15,839,295	\$ 9,464,081	\$ 6,375,214
200	Benefits Professional/Technical	\$ 10,401,758	\$ 6,063,242	\$ 4,338,516
300	Services	\$ 1,660,250	\$ 837,316	\$ 822,934
400	Property Services	\$ 1,215,100	\$ 877,656	\$ 337,444
500	Other Services	\$ 4,886,463	\$ 3,489,989	\$ 1,396,474
600	Supplies/Books	\$ 1,219,475	\$ 1,039,999	\$ 179,476
700	Equipment/Property	\$ 870,175	\$ 782,835	\$ 87,340
800	Other Objects	\$ 967,570	\$ 866,631	\$ 100,939
900	Other Financial Uses	\$ 3,895,000	\$ 3,974,466	\$ (79,466)
Total Expenditures		\$ 40,955,086	\$ 27,396,215	\$ 13,558,871
Revenues exceeding Expenditures		\$ (422,075)	\$ 9,140,834	\$ 9,562,909

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 03/01/2017	\$ 94,791.84	\$ 58,763.37
Deposits	\$ 4,435.75	\$ 3,422.77
Subtotal	\$ 99,227.59	\$ 62,186.14
Expenditures	\$ 6,857.05	\$ 0.00
Cash Balance - 03/31/2017	\$ 92,370.54	\$ 62,186.14

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MARCH 31, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,708,422
PAYROLL (pass-thru account)	\$ 7,968
FNB SWEEP ACCOUNT	\$ 257,179
ATHLETIC ACCOUNT	\$ 62,186
PLGIT	\$ 7,259,627
FNB Money Market	\$ 3,504,629
PSDLAF	\$ 155,229
INVEST PROGRAM	\$ 171,643
	<u>\$ 13,126,883</u>
CAFETERIA FUND	
FNB BANK	\$ 368,633
PLGIT	\$ 714,636
	<u>\$ 1,083,269</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 695,926
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 761
	<u>\$ 696,687</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 274,709</u>
GRAND TOTAL	\$ 15,181,548

FACILITIES REPORT

April 18, 2017

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve a maximum of twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 12, 2017 through August 11, 2017.

ACTIVITIES & ATHLETICS REPORT

April 18, 2017

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISE FOR ATHLETIC BIDS – FALL/WINTER/SPRING 2017/2018

It is recommended that the Board approve the advertisement for athletic bids for the Fall and Winter/Spring of the 2017/2018 school year.

II. COMPETITION AND OVERNIGHT TRIPS

It is recommended that the Board approve the following competition and overnight trip:

PJAS Middle School and High School State Competition

Penn State University

University Park, PA

Sunday-Tuesday – May 14-16, 2017

Sponsor – **Ben Stewart**

Approximate number of students participating – 1

Approximate cost per student - \$155.00

Total Cost: \$310.00 (Includes cost for sponsor)

Policy Guide



Policy No. 107.2

Section PROGRAMS

Title COURSE SYLLABI

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 107.2 COURSE SYLLABI	
Section 1	<p><u>Purpose</u></p> <p>A syllabus shall be prepared for each course of study adopted by the Board in order to direct and assist the professional staff, the students and parents/guardians toward the attainment of objectives sought by that course of study.</p>
Section 2	<p><u>Guidelines</u>Content</p> <p>Each course syllabus shall contain, as appropriate to the course of study:</p> <ul style="list-style-type: none"> a. AA written statement of objectivesgoals to be achieved by students.; a.b. Overview of significant instructional units and/or projects. b.c. Subject matters to be used to reach objectives.;Supplies/materials needed, including name of any textbook(s) e.d. Emphasis on skill development.;Homework expectations d.e. Expected levels of achievementSpecial experiences, such as field trips.; and f. Procedures for student assessment.

~~SC 1511, 1512
Title 22 Sec. 5.4~~

**POLICY NO. 107.2
COURSE SYLLABI**

g. **Teacher contact information**

e.h. **District's mission statement**

Each course syllabus shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall ~~follow~~ **follow** the course syllabus ~~in a selective manner best designed to~~ **best** meet the needs of students **as designed.**

All course syllabi must be completed by the last inservice day prior to the first day of school and submitted to the Director of Curriculum, Instruction, Assessment, and Staff Development.

Section 3

Delegation of Responsibility

The Superintendent ~~or designee~~ shall ~~be responsible for~~ **facilitate** the preparation of course syllabus **by teachers** and shall develop a plan for such preparation which includes:

- a. ~~T~~ **h**e participation of appropriate staff members and resource personnel.;
- b. ~~C~~ **e**ntinuing research in instructional methods, materials, activities and state and national standards.;
- c. ~~S~~ **s**ystematic review of all syllabi to ensure their continuing usefulness in achieving established goals.;
- d. ~~whenever new course syllabi are developed or existing syllabi revised, copies of these additions or changes will be made available to the Board for informational purposes; and~~
- e.d. ~~A~~ **a** system of administrative review to ensure that syllabi are being followed by teaching staff members to the degree of conformity desired.

Copies of all current syllabi shall be kept ~~electronically on file in the office of the Superintendent~~ **by the Director of Curriculum, Instruction, Assessment, and Staff Development and on the district website.**

	<p>POLICY NO. 107.2 COURSE SYLLABI</p>	
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	<p>School Code 1511, 1512 PA Code Title 22 Sec.5.4</p>	
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POLICY NO. 112
SCHOOL GUIDANCE COUNSELING

- 7. Member of Student Assistance Team and other teams that support students.**
- 8. Responsible for prevention interventions related to Bullying, Suicide, and Truancy.**
- 9. Provide individual or group counseling based on student need.**

~~At Keystone Oaks School District the guidance department serves a valuable purpose in working individually and in groups with students to help in planning for the future and in solving current academic, social and personal problems as these problems relate to the student's success in school.~~

Section 2

Definition

Counseling – refers to the services and programs that promote personal, social, emotional, educational, and career development.

Section 3

Authority

Counseling services shall be provided in the Keystone Oaks School District in accordance with those standards and guidelines as established by the Department of Education and approved by the Board of School Directors.

Title 22 Sec. 4.34, 12.41

Section 43

Delegation of Responsibility

The Superintendent or designee is directed to implement and maintain a School Counseling program that serves the needs of students. The program and services shall be offered in grades K through 12 and shall involve the coordinated efforts of all staff members under the professional leadership of certified school counseling personnel. ~~a guidance program which meets these objectives and:~~

- ~~a. involves all staff members at every appropriate level;~~
- ~~b. honors the individuality of each student;~~
- ~~c. is integrated with the total educational program;~~

POLICY NO. 112
SCHOOL GUIDANCE COUNSELING

- ~~d. is coordinated with available resources of the community;~~
- ~~e. cooperates with parents and shares their concern for the development of the student;~~
- ~~f. provides means for such sharing of information among appropriate staff members as may be in the best interests of the student;~~
- ~~g. is available equally to all students; and~~
- ~~h. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student and monitors the efficacy of such referrals.~~

Section 42 **Guidelines Objectives**

The District's program of School Counseling shall:
The general objectives of the guidance services are as follows:

1. Involve staff members at every appropriate level.
2. Honor the individuality of each student.
3. Be integrated with the total educational program.
4. Be coordinated with available resources of the community.
5. Collaborate with parent(s)/guardian(s) and share their concerns for the development of the student.
6. Provide means for sharing information among appropriate staff members in the best interests of the student.
7. Be available equally to all students.
8. Establish a referral system that utilizes resources offered by the school and community, guards the privacy of the student, and monitors the effectiveness of such referrals.

20 U.S.C. 34 CFR
Part 99
42 U.S.C.

Title 22 Sec. 12.16

42 Pa C.S.A. Sec.
5945

Pol. 103, 103.1

POLICY NO. 112
SCHOOL GUIDANCE COUNSELING

9. Be knowledgeable of regulations, policies, and laws relating to students and strive to protect the privacy and confidentiality of students, student records, and other protected information.

10. Honor and protect the well-being of students.

~~a. to provide individual student help through counseling and support group programs;~~

~~b. to provide an individual student assessment of ability, aptitudes, achievement and other interests through a comprehensive districtwide testing program;~~

~~c. to provide teachers, administrators and other outside agencies with student personnel information as an aid in serving individual student needs;~~

~~d. to assist teachers and administrators to meet student needs by advising them and by providing alternatives for solving student problems;~~

~~e. to work with families in the Keystone Oaks School District to assure accurate placement and adequate course election and to counsel these families to meet current student needs and provide wise alternatives for post high school planning, and~~

~~f. to continually update students, parents/guardians, teachers and administrators on current post secondary school and career development opportunities. The updates should include, but not be limited to information related to workshops, conferences, apprenticeships, training programs, scholarships, etc.~~

References:

State Board of Education Regulations – 22 PA Code Sec. 4.34, 12.16, 12.41

Family Educational Rights and Privacy Act (FERPA) - 20 U.S.C. 34 CFR, Part 99

20 U.S.C. 34 CFR
Part 99
42 U.S.C.
Title 22 Sec. 12.12
42 Pa C.S.A. Sec.
5945, 8337
Pol. 207

POLICY NO. 112
SCHOOL GUIDANCE COUNSELING

Health Insurance Portability and Accountability Act of 1996 (HIPPA) - 42 U.S.C., 29 U.S.C. 1181 et seq., 42 U.S.C. 1320d et seq.

Confidential Communications to School Personnel – 42 Pa C.S.A., Sec. 5945

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa C.S.A., Sec. 8337

Board Policy – 103, 103.1, 146, 207

~~PA Code Title 22~~

~~Sec. 7.1~~

Policy Guide



Policy No. 116

Section PROGRAMS

Title TUTORIAL INSTRUCTION

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 116 TUTORIAL INSTRUCTION	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the District some students may require special help for some students beyond the regular classroom program.</p>
Section 2	<p><u>Authority</u></p> <p>When the student's learning needs are sufficient to warrant help beyond the ordinary classroom instruction, special instruction and services may be utilized. This determination will be made through joint consultation of the classroom teacher, parent/guardian, and the appropriate representative of the administration. Said programs shall include:</p> <ul style="list-style-type: none"> a. 1. Ongoing communication among administration, teaching staff members, and parent(s)/or guardian(s) of studentspupils. and b. 2. Evaluation procedures which measure studentpupil achievement related to such educational program objectives and standards.
Section 3	<p><u>Guidelines</u></p> <p>Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.</p> <p>In cases where extra help is desirable and the parents/guardians</p>

**POLICY NO. 116
TUTORIAL INSTRUCTION**

request such assistance, the building principal or designee may recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.

Excusal From School

Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.

Title 22 Sec. 11.22

The tutor's qualifications must be approved by the Superintendent.

Title 22 Sec. 11.22

The District may establish reasonable conditions for excusal of a student for such tutoring.

Title 22 Sec. 11.22

Private Tutoring

The instructional program for students not enrolled in public schools due to private tutoring by a properly qualified private tutor shall comply with state law and regulations.

SC 1327
Title 22 Sec. 11.31

A properly qualified private tutor shall mean a person who is certified by the Commonwealth to teach in Pennsylvania public schools; who is teaching one (1) or more children who are members of a single family; who provides the majority of instruction to such child or children; and who is receiving a fee or other consideration for instructional services.

SC 1327

Each private tutor shall file with the Superintendent a copy of his/her Pennsylvania certification, state and federal criminal history information and child abuse history clearance. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111(e) may be a private tutor.

SC 111, 1327
23 PA C.S.A. Sec. 6344

Annually, the parent/guardian shall provide written assurance to the Superintendent that all instructional requirements are being met.

Title 22 Sec. 11.31

If the Superintendent receives a complaint that a student is not

Title 22 Sec. 11.31

**POLICY NO. 116
TUTORIAL INSTRUCTION**

being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.

Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and times instruction was provided.

Title 22 Sec. 11.31

~~At the elementary level, the following tutorial programs are available:~~

- ~~a. extended day kindergarten (in eligible buildings).~~
- ~~b. Chapter 1 programs (in eligible buildings).~~
- ~~c. Instructional Support Teams (IST) in all buildings.~~

~~Students at the middle school will have access to tutorial assistance both during and outside the regular school day. Such access may include one or more of the following:~~

- ~~a. Chapter 1 reading identification and related support for grades 6 and 7.~~
- ~~b. Special education designation and related support for grades 6, 7 and 8.~~
- ~~c. Instructional Support Team (IST) referral and support for grade 6.~~
- ~~d. Classroom teacher availability by arrangement prior to the school day during "access period" and/or after the school day.~~
- ~~d. Peer tutors by arrangement through guidance office.~~

~~The School District supports Project HELP (Higher Expectation Learning Program) at the Keystone Oaks High School. This program allows college students from area Universities who are majoring in education to tutor students who are having~~

**POLICY NO. 116
TUTORIAL INSTRUCTION**

~~difficulties in specific subjects that are required for graduation.
Students enter the program strictly on a voluntary basis.~~

~~The School District supports peer tutoring efforts organized
through the guidance department and with the support of the
classroom teacher.~~

~~PA Code Title 22 Sec. 11.2~~

References:

School Code – 24 P.S. Sec. 111, 1205.1, 1327, 1332, 1333

**State Board of Education Regulations – 22 PA Code Sec. 4.12,
4.52, 11.22, 11.31, 11.33**

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Policy Guide



Policy No. 117

Section PROGRAMS

Title HOMEBOUND INSTRUCTION

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 117 HOMEBOUND INSTRUCTION		
Section 1	<p><u>Authority</u>Purpose</p> <p>The Board shall provide, pursuant to the rules of the State Board of Education, individual homebound instruction to students confined to home or hospital for physical disability, illness, or injury; or when such confinement is recommended for psychological or psychiatric reasons or extended suspensions. The period of homebound instruction for an individual shall not exceed three (3) months.</p>	Title 22 Sec. 11.25, 13.11 SC 1329
Section 2	<p><u>Delegation of Responsibility</u>Eligibility</p> <p>Applications for individual instruction shall certify the nature of the illness or disability by a licensed practitioner of the healing arts and, state the probable duration of the confinement, and be approved by the Superintendent or designee. Absences of at least ten consecutive days or more of school must be indicated to initiate homebound instruction.</p> <p>The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months.</p> <p>The status of students receiving homebound instruction shall be reevaluated every ninety (90) days.</p>	Title 22 Sec. 11.25 Title 22 Sec. 13.16

**POLICY NO. 117
HOMEBOUND INSTRUCTION**

Section 3

Guidelines

The Board shall provide homebound instruction only for those confinements expected to last at least ten (10) school days. Exceptions may be recommended by the Superintendent.

The program of ~~homebound individual~~ instruction provided given to each student shall be in accordance with the standards established by the ~~state~~ Secretary of Education. ~~The focus of the program is to help students absent due to extended illness keep up with their work.~~

The Board reserves the right to withhold ~~homebound individual~~ instruction when any one (1) of the following occurs:

1. ~~T~~he instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher. ~~or~~
2. ~~when~~ A parent/guardian or other adult in authority is not at ~~present~~ home with the student during the hours of instruction,;
3. ~~and~~ ~~t~~he condition of the student is such as to preclude his/her benefit from such instruction.

References:

School Code – 24 P.S. Sec. 1329

State Board of Education Regulations – 22 PA Code Sec. 11.25

Policy Guide



POLICY NO. 146 STUDENT SERVICES		
Section 1	<p><u>Authority</u></p> <p>The Board directs that every six (6) years, the District shall develop a written plan for implementing a comprehensive and integrated K-12 program of student services, based on the needs of students. The plan shall be made available for public inspection and comment in the district’s administrative offices and on the district website for a minimum of twenty-eight (28) days prior to approval by the Board.</p> <p>The Board directs that the student services plan shall be reviewed and revised as necessary.</p>	<p>Title 22 Sec. 4.13, 12.41 Pol. 100</p> <p>Title 22 Sec. 12.41</p>
Section 2	<p><u>Guidelines</u></p> <p>Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the District.</p> <p>The following categories of services shall be provided by the District and included in the student services plan:</p> <ol style="list-style-type: none"> 1. Developmental services that address students’ needs throughout their district enrollment, which include: school counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues. 	<p>Title 22 Sec. 12.41</p> <p>Title 22 Sec. 12.41</p> <p>Pol. 112, 113, 209, 210, 210.1</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 146 STUDENT SERVICES</p> <p>2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.</p> <p>3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.</p> <p>The District shall plan and provide for a Student Assistance Program (SAP) in accordance with applicable law and regulations.</p> <p>The District’s student services shall:</p> <ol style="list-style-type: none"> 1. Be an integral part of the instructional program at all levels of the school system. 2. Provide information to students and parents/guardians about the educational opportunities of the school’s instructional program and how to access those opportunities. 3. Provide career information and assessments to inform students and parents/guardians about work and career options available to individual students. 4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children. 	<p>SC 1547 Title 22 Sec. 12.42</p> <p>Title 22 Sec. 12.41</p> <p>Pol. 112, 115</p> <p>Pol. 209, 210, 210.1, 227</p>
	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible to develop, implement and monitor a student services plan that complies with state regulations and is available to all students.</p> <p>The Superintendent or designee shall ensure that all persons delivering student services are specifically licensed or certified as required by law or regulations.</p>	<p>Title 22 Sec. 12.41</p>

**POLICY NO. 146
STUDENT SERVICES**

References:

School Code – 24 P.S. Sec. 1547

State Board of Education Regulations – 22 PA Code Sec. 4.13,
12.41, 12.42

Board Policy – 100, 112, 113, 115, 209, 209.1, 210, 210.1, 227,
265, 808

POLICY NO. 207
CONFIDENTIAL COMMUNICATIONS OF STUDENTS

Section 4

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

In qualifying circumstances, the building principal may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.

References:

State Board of Education Regulations – 22 PA Code Sec. 12.12

Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945

PA Civil Immunity of School Officers/Employees Relating to Drug and Alcohol Abuse – 42 Pa. C.S.A. Sec 8337

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 216.1

Section PUPILS

Title SUPPLEMENTAL DISCIPLINE RECORDS

Adopted _____

Revised _____

POLICY NO. 216.1 SUPPLEMENTAL DISCIPLINE RECORDS		
Section 1	<p><u>Authority</u></p> <p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property in accordance with applicable law.</p>	<p>SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341</p>
Section 2	<p><u>Guidelines</u></p> <p><u>Adjudicated Students</u></p> <p>Applicable law requires a court, through the juvenile probations department, to provide the building principal with information concerning the adjudication of an enrolled student. Such reports are required to include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal or his/her designee must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>	<p>42 Pa. C.S.A. Sec. 6341</p>

**POLICY NO. 216.1
SUPPLEMENTAL DISCIPLINE RECORDS**

Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.

SC 1304-A
Pol. 200

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

SC 1304-A

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to a district school from another school district, a nonpublic school, or other school within this District, the District shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

SC 1305-A
Pol. 216

When a student transfers from a district school to another school district, a nonpublic school or other school within the District, the District shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.

**POLICY NO. 216.1
SUPPLEMENTAL DISCIPLINE RECORDS**

References:

School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A

Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Safe and Drug-Free School and Communities Act – 20 U.S.C. Sec. 7165

Board Policy – 200, 216

Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 334, 434, AND 534.</p> <p><u>Authority</u></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability or inability to work.</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>	<p>SC 1154</p> <p>SC 510, 1154</p> <p>Pol. 317, 417, 517, 623</p>
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	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p>Section 2 <u>Guidelines</u></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><u>Records</u></p> <p>The District’s personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Superintendent or his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p> <p>Board Policy – 317, 417, 517, 623, 835</p>	<p>Pol. 835</p> <p>SC 510, 1154</p>
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 837

Section OPERATIONS

Title PERSONAL NECESSITY LEAVE

Adopted _____

Revised _____

	POLICY NO. 837 PERSONAL NECESSITY LEAVE	
	THIS POLICY SHALL SUPERCEDE POLICIES 336, 436, AND 536.	
Section 1	<u>Purpose</u> This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.	
Section 2	<u>Authority</u> The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.	SC 510, 1154
Section 3	<u>Guidelines</u> Personal leave days, bereavement leave days, and emergency leave days, with pay, shall be granted to District employees in accordance with applicable provisions of the Administrative Compensation Plan, individual contracts, Collective Bargaining Agreements, or Board resolution. References: School Code – 24 P.S. 510, 1154	SC 1154

Policy Guide



Policy No. 838

Section OPERATIONS

Title VACATION

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 838 VACATION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 337 AND 537.</p> <p>Section 1 <u>Authority</u></p> <p>The Board shall provide vacation days for eligible employees, consistent with the employee’s request and convenience while considering the District’s management and operational needs.</p> <p>Section 2 <u>Guidelines</u></p> <p><u>Eligibility</u></p> <p>Vacation time shall be granted in accordance with applicable provisions of the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements or Board resolution.</p> <p><u>Application</u></p> <p>Eligible administrative employees must make a request for scheduled vacation to the Superintendent or his/her designee in advance of the desired start date. Special consideration shall be given to emergencies.</p> <p>Eligible classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. Vacation time must be approved by the employee’s immediate supervisor.</p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 838
VACATION**

Specific notice periods for requesting vacation may be specified in Administrative Procedures or regulations, the Administrative Compensation Plan or applicable Collective Bargaining Agreements.

Time of Vacation

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

References:

School Code – 24 P.S. Sec. 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 838.1

Section OPERATIONS

Title COMPENSATED PROFESSIONAL LEAVE

Adopted _____

Revised _____

POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE		
Section 1	<p><u>Purpose</u></p> <p>This policy shall establish the District’s parameters for granting professional development and classroom occupational exchange leaves for certificated Administrative and professional employees.</p>	
Section 2	<p><u>Definitions</u></p> <p>Professional Development Leave – A leave of absence granted for the purpose of improving job related professional competencies or obtaining a professional certificate or commission. Such leave shall be directly related to an employee’s professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.</p> <p>Classroom Occupation Exchange Leave – A leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>	<p>SC 1166.1</p> <p>SC 522.2</p>
Section 3	<p><u>Authority</u></p> <p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>	<p>SC 1166.1, 1171</p>

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p> <p><u>Guidelines</u></p> <p style="text-align: center;">Professional Development Leave</p> <p><u>Eligibility</u></p> <p>Eligibility for professional development leave shall be determined, and requests for such leave shall be evaluated, in accordance with the requirements of applicable law, the Administrative Compensation Plan, or applicable Collective Bargaining Agreements.</p>	<p>SC 522.2</p>
	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> <p><u>Application</u></p> <p>A request for professional development leave must be directly related to the professional responsibilities of the employee, as determined by the Board, and shall be restricted to activities required by state laws and regulations for a professional certificate or commission to improve professional competency. The primary objective of a professional development leave shall be to enable qualified individuals to engage in professional activities that will contribute significantly to the background and skill of the staff members and result in substantial benefit to the District.</p> <p>The number of professional development leaves granted in any school year under this policy shall be limited in accordance with the requirements of law and applicable Collective Bargaining Agreements.</p> <p>Requests for professional development leave shall be submitted on the District form, 838.1-AR-1 Request for Compensated Leave, and forwarded with a detailed plan to the Superintendent.</p>	<p>SC 1166</p> <p>SC 1166.1</p>

**POLICY NO. 838.1
COMPENSATED PROFESSIONAL LEAVE**

All required application materials shall be submitted by May 1 for the following school year and by October 1 for the following semester.

Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request along with such other information required under the requirements of law.

The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.

The minimum requirements for leave for a half school term shall consist of any one or combination of the following:

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or combination of the following:

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
3. Three hundred sixty (360) hours of professional development activities.

Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing

SC 1166.1

SC 1166.1

	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy, and evidence that the employee’s approved plan has been fully complied with during the leave of absence. Failure to submit required reports on time shall result in forfeiture of monies paid by the District. If the employee fails to submit the formal report on time, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which s/he would have been entitled for the period of the absence.</p> <p><u>Commitment of Employee</u></p> <p>Monthly status reports from a person on compensated professional leave are required. Reports shall be submitted to the Superintendent for the months that school is in session at the end of each month, September through May.</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p> <p>Compensable employment may not be engaged in while the employee is on professional development leave.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>	<p>SC 1166.1, 1171</p> <p>SC 1166.1, 1168</p> <p>SC 1168</p>
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**POLICY NO. 838.1
COMPENSATED PROFESSIONAL LEAVE**

Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.

Compensation

During the period of professional development leave, an employee shall be compensated in accordance with the requirements of law and applicable Collective Bargaining Agreements.

SC 1169

While on leave the employee shall be entitled to insurance benefits provided other professional employees of a similar class.

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all school activities.

SC 1166

Classroom Occupation Exchange Leave

Application

All requests for classroom occupational exchange leave are subject to the review and authorization of the Board. All requests must be in writing and shall be forwarded to the Superintendent or designee, with a plan describing the work and experiences to be undertaken and how the experience will be of benefit to the individual and the overall school program.

All required application materials shall be submitted by April 1 for the following school year.

Documentation

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.

	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>Upon return from such leave, the employee shall submit to the Board a final report summarizing the work experience and its benefits integrated into the school program or course offerings.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>Employees on classroom occupational exchange leave shall be considered in full-time daily attendance in the position from which leave was granted, during the period of such leave, for the payment of compensation by the District and for the purpose of determining the employee's length of service, the right to receive increments as provided by law, and the right to make contributions as a member of the Public School Employee's Retirement Fund and continue membership, but for no other purpose.</p> <p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 522.2, 1166, 1166.1, 1168, 1169, 1171</p>	<p>SC 522.2, 1171</p> <p>SC 1168</p> <p>SC 1168</p> <p>SC 522.2</p>
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KEYSTONE OAKS SCHOOL DISTRICT

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

In compliance with Act 66 of 1996, study sabbaticals have been replaced by leaves for professional development.

NAME _____

DATE _____

BUILDING _____

POSITION _____

1. *Have you completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional, or administrative staff in the public school system of the Commonwealth of Pennsylvania?*

YES

NO

2. *Have you completed five (5) consecutive years of service in the Keystone Oaks School District?*

YES

NO

3. *Are you requesting this leave of absence for professional development for the specific and sole purpose of study?*

YES

NO

4. *Are you requesting a leave of absence for professional development for a period of:*

Half of school term: *First Semester* *Second Semester*

Full school term:

Two half-school terms during a period of two years

5. *Have you, in any point of your professional employment, requested and were granted a previous leave of absence for any purpose?*

YES

NO

If yes, please state the year and reason.

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

HALF SCHOOL TERM

Are you taking the following:

1. *Nine (9) graduate credits?* YES NO
2. *Twelve (12) undergraduate credits?* YES NO
3. *One hundred eighty (180) hours of professional development activities?*
 YES NO
4. *A combination of the above? Please explain.*

FULL SCHOOL TERM

Are you taking the following:

1. *Eighteen (18) graduate credits?* YES NO
2. *Twenty-four (24) undergraduate credits?* YES NO
3. *Three hundred sixty (360) hours of professional development activities?*
 YES NO
4. *A combination of the above? Please explain.*

Please attach to this form the following information:

- A. *name of institution;*
- B. *number of credits; and*
- C. *detailed description of courses.*

838.1 Compensated Professional Leave– Attachment – 838.1-AR-1 – Request for Compensated Professional Leave

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

Any change in your enrollment status (such as dropping a course(s) or signing up for a new course(s), notification must be made to the Superintendent with the supporting documentation.

Employee Signature

Date

Building Principal/Supervisor Signature

Date

Superintendent Signature

Date

Please submit your request to the Superintendent. No requests for professional development leave will be processed without all of the above information completed and this form properly signed.

KEYSTONE OAKS SCHOOL DISTRICT

RETURN TO EMPLOYMENT

In compliance with Act 66 of 1996

Section 1168. Return to Employment

- A. No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of time not less than one school term immediately following such leave of absence.
- B. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.
- C. If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.
- D. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

I have read the above statements and fully understand the terms of "Return to Employment."

Employee Signature

Date

Policy Guide



Policy No. 839

Section OPERATIONS

Title UNCOMPENSATED LEAVE

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 839 UNCOMPENSATED LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 339 AND 539.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that in certain situations an administrative, professional or classified employee may request extended leave for personal reasons, and the District could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p> <p>This policy shall not apply to leave under the Family and Medical Leave Act (Policy No. 835).</p> <p>Section 2 <u>Authority</u></p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken, designate the conditions of return, and require execution of a letter of intent to return.</p> <p>All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Section 3 <u>Guidelines</u></p> <p>The guidelines of this policy shall apply to all district employees; however, additional provisions for professional and classified employees shall be in accordance with the terms of an individual contract, a Collective Bargaining Agreement or Board</p>	<p style="text-align: center;">SC 1154</p>
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**POLICY NO. 839
UNCOMPENSATED LEAVE**

resolution.

Application

Requests for uncompensated leave shall be made to the Superintendent as far in advance of the requested beginning date as is practical under the circumstances.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of up to one (1) school year. Extensions may be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall confirm with the Board his/her intention to return to work at least sixty (60) days prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the District will make a reasonable effort to return the employee to the same or comparable position, if available. The District cannot guarantee that an employee's position will be held during any period of uncompensated leave under this policy.

References:

School Code – 24 P.S. Sec. 1154

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 851

Section OPERATIONS

Title DRUG AND SUBSTANCE ABUSE

Adopted _____

Revised _____

	POLICY NO. 851 DRUG AND SUBSTANCE ABUSE THIS POLICY SHALL SUPERCEDE POLICY 551.	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that the misuse of drugs by administrative, professional and classified employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by district employees, especially as the use relates to an employee’s safety, efficiency and productivity.</p> <p>The primary purpose and justification for and District action will be for the protection of the health, safety and welfare of students, staff and school property.</p>	
Section 2	<p><u>Definitions</u></p> <p>Drugs – Shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction – A finding of guilt, including a plea of nolo contendere, imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p>Criminal Drug Statute – A federal or state criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p>	<p>35 P.S. Sec. 780-101 et seq.</p> <p>41 U.S.C. Sec. 8101</p> <p>41 U.S.C. Sec. 8101</p>

POLICY NO. 851 DRUG AND SUBSTANCE ABUSE		
Section 3	<p>Drug-Free Workplace – The site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p> <p><u>Authority</u></p> <p>The Board requires that each administrative, professional and classified employee be given a copy of this policy and notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statue conviction for a violation occurring in the work place not later than five (5) days after such conviction</p> <p>Any employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.</p>	<p>41 U.S.C. Sec. 8101</p> <p>SC 111 41 U.S.C. Sec. 8103</p> <p>SC 527 35 P.S. Sec. 780-101 et seq.</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee’s workplace shall be provided by the Superintendent or designee and shall specify the actions that will be taken against the employee for the violation of this policy, up to and including termination and referral for prosecution.</p> <p>Within ten (10) days after receiving notice of the conviction of a district employee, the District shall notify any federal agency or department that is the grantor of funds to the District.</p> <p>The District shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.</p>	<p>41 U.S.C. Sec. 8103, 8104</p> <p>41 U.S.C. Sec. 8103</p> <p>41 U.S.C. Sec. 8103, 8104</p>

POLICY NO. 851 DRUG AND SUBSTANCE ABUSE		
Section 5	<p><u>Guidelines</u></p> <p>The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while 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</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.</p> <p><u>Drug-Free Workplace</u></p> <p>The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p> <p>In establishing a drug-free workplace, the Superintendent or designee shall inform employees about:</p> <ol style="list-style-type: none"> 1. Dangers of drug abuse in the workplace. 2. The Board's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs. 4. Penalties that may be imposed for drug abuse violations occurring in the workplace. 	<p>SC 1303-A Title 22 Sec. 10.2, 10.21 35 P.S. Sec. 780- 102 Pol. 825</p> <p>SC 1303-A Pol. 825</p> <p>41 U.S.C. Sec. 8103</p> <p>41 U.S.C. Sec. 8103</p>

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DRUG AND SUBSTANCE ABUSE**

Performance Enhancing Drugs

The Board prohibits coaches, sponsors, employees and other representatives of the District from encouraging, supplying, promoting, or condoning the use of performance enhancing drugs (prescription and non-prescription) among students.

References:

School Code – 24 P.S. Sec. 111, 527, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Drug-Free Workplace Act – 41 U.S.C. Sec 8101 et seq.

Board Policy – 817, 825