

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, MAY 22, 2018
7:00 PM

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

May 22, 2018 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Peer Jury Recognition – Mr. John Bruner**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

June 12, 2018 –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

May 22, 2018

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. NOMINATIONS FOR THE OFFICE TREASURER

It is recommended that the Board accept the nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2018.

II. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of April 10, 2018 and the Business/Legislative Minutes of April 17, 2018.

III. APPOINTMENT OF VOTING DELEGATE FOR THE PSBA DELEGATE ASSEMBLY MEETING

It is recommended that the Board appoint **Mrs. Theresa Lydon** as the voting delegate to participate in the PSBA Delegate Assembly to be held on Friday, October 19, 2018. This occurs at the conclusion of the regularly scheduled events of the main PASA-PSBA School Leadership Conference. Voting delegates are not required to pay a registration fee in order to participate in the Delegate Assembly.

IV. CREATING A POSITION

In compliance with **Board Policy 852: Creating a Position**, it is recommended that the Board approve the position of **First Shift Supervisor**.

FOR INFORMATION ONLY

- | | | |
|------|--|---------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i> |
| II. | SHASDA Report | <i>Mr. Santo Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. | News from the Boroughs | |
| V. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

May 22, 2018

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. FIRST SHIFT SUPERVISOR

The Administration recommends the employment of **Jesse Jeznis**, First Shift Supervisor, effective July 1, 2018 at a salary of \$46,000.00.

II. SECOND READING OF POLICY NO. 122: COCURRICULAR ACTIVITIES

It is recommended that the Board approve the SECOND READING of Policy No. 122: *Cocurricular Activities*.

III. SECOND READING OF POLICY NO. 123: INTERSCHOLASTIC ATHLETICS

It is recommended that the Board approve the SECOND READING of Policy No. 123: *Interscholastic Athletics*.

IV. SECOND READING OF POLICY NO. 123.1: CONCUSSION MANAGEMENT

It is recommended that the Board approve the SECOND READING of Policy No. 123.1: *Concussion Management*.

V. SECOND 123.1-AR-1: CONCUSSION MANAGEMENT

It is recommended that the Board approve the SECOND READING of Attachment 123.1-AR-1: *Concussion Management*.

VI. SECOND READING OF POLICY NO. 123.2: SUDDEN CARDIAC ARREST

It is recommended that the Board approve the SECOND READING of Policy No. 123.2: *Sudden Cardiac Arrest*.

VII. ATTACHMENT 123.2: SUDDEN CARDIAC ARREST

It is recommended that the Board approve the SECOND READING of Attachment 123.2-AR-1: *Sudden Cardiac Arrest*.

VIII. SECOND READING OF POLICY NO. 150: TITLE I – COMPARIBILITY OF SERVICES

It is recommended that the Board approve the SECOND READING of Policy No. 150: *Title I – Comparability of Services*.

IX. FIRST READING POLICY NO. 808: FOOD SERVICES

It is recommended that the Board approve the FIRST READING of Policy No. 808: *Food Services*.

X. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference requests:

Dr. William Stropkaj Mrs. Theresa Lydon	PASA-PSBA School Leadership Conference Hershey Lodge & Convention Center Hershey, PA October 16 – 19, 2018	\$3,700.00 (Total for both)
Mr. Scott Mizikar	Pennsylvania Principals Conference – LEAD18 Hershey Lodge Hershey, PA October 14 – 15, 2018	\$1,626.00
Ms. Emily Brill	Temple University FCS Academy Temple University Ambler, PA July 30, 2018	\$450.00
Mr. Jeff Oestreich	Event Partner Summit REC Foundation Greenville, Texas July 16 – 19, 2018	\$900.00

EDUCATION REPORT

May 22, 2018

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2018/2019

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2018/2019 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>Earth Science – Grade 3</i>	National Geographic	\$11,942.50
<i>National Geographic Big Ideas Book</i>		
<i>Life Science – Grade 3</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
<i>Physical Science – Grade 3</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		
<i>Earth Science – Grade 4</i>	National Geographic	\$11,942.50
<i>National Geographic Big Ideas Book</i>		
<i>Life Science – Grade 4</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
<i>Physical Science – Grade 4</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		
<i>Earth Science – Grade 5</i>	National Geographic	\$11,942.50
<i>National Geographic Big Ideas Book</i>		
<i>Life Science – Grade 5</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
<i>Physical Science – Grade 5</i>	National Geographic	
<i>National Geographic Big Ideas Book</i>		
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		

II. UNUSABLE AND UNNECESSARY SUPPLIES

The Administration recommends declaring the following supplies unusable and unnecessary:

<u>Supply</u>	<u>Quantity</u>
Singer Model 717 with tables sewing machine	20
Brother xl-3510 sewing machine	6

For Information Only

The District will either sell, recycle, or donate the unusable and unnecessary supplies to a worthy cause.

PUPIL PERSONNEL REPORT

May 22, 2018

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from June 25-29; July 2,3,5; July 9-11, 2018 from 8:45 a.m. – 11:30 a.m.

II. ESY AGREEMENT WITH THE DAY SCHOOL AT THE CHILDREN'S INSTITUTE

The Administration recommends that the Board approve the ESY Service Agreement between The Children's Institute Day School and the Keystone Oaks School District for services related to a District student effective June 27, 2018 through July 26, 2018.

III. AGREEMENT WITH THE DAY SCHOOL AT THE CHILDREN'S INSTITUTE

The Administration recommends that the Board approve the agreement between The Day School at the Children's Institute and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only

The District student will be participating in the Job Span program at the Day School at the Children's Institute.

PERSONNEL REPORT

May 22, 2018

Mr. Matthew Cesario, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective June 8, 2018:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Diana Vitenas	Teacher Keystone Oaks High School	25 Years

II. RESIGNATION

1. The Administration recommends that the Board accept the resignation of **Scott Woytsek**, Custodian, effective April 16, 2018.
2. The Administration recommends that the Board accept the resignation from employee 03-2018 in accordance with the agreed upon terms and conditions, effective April 18, 2018.

III. APPOINTMENT – SUBSTITUTE CUSTODIAN

It is recommended that the Board approve **Nevin Kelly** as a substitute custodian at a pay rate of \$10.50 per hour, effective May 23, 2018.

IV. HIGH SCHOOL MUSICAL PAYMENTS

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks High School Musical:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Steve Flory	Drums	\$560.00
Marena Grondziowski	Reeds	\$420.00
Elise Henkelman	Cello	\$490.00
Kirk Howe	Keyboard 1	\$210.00
Abby Langhorst	Percussion	\$560.00
Ed Poellot	Keyboard 2	\$560.00

V. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following **mentor teachers** be approved and receive payment for the 2017/2018 school year:

Year 1 Inductees:

Sally Burgman	\$ 725.00
Candy Bush	\$ 725.00
Hope Harris	\$ 725.00
Kerry Karapandi	\$ 725.00
Debby Leonard	\$ 725.00
Wendy Mariutto	\$ 725.00
Nicole McKiernan	\$ 725.00
Mike Orsi (0.5 teacher)	\$ 362.50
Melissa Palmieri	\$ 725.00
Lainey Resetar	\$ 725.00
Beth Salimbene	\$ 362.50
Dennis Sarchet	\$ 725.00
Jennifer Tom	\$ 725.00
Michael Turner	\$ 725.00

Year 2 Inductees:

Suzanne Deemer	\$ 725.00
Lori DeMartino	\$ 725.00
Elisa DiTullio (2 teachers)	\$1,450.00
Judith Fritz	\$ 725.00
Molly Karlovich	\$ 725.00
Nicole Kochanski (.25 teacher)	\$ 181.25
Michelle McSwigan	\$ 725.00
Mike Orsi	\$ 543.75
Matthew Passarello	\$ 725.00
Mary Poe (2 teachers)	\$1,450.00
Lainey Resetar (1.5 teachers)	\$1,087.50
Lisa Thoft	\$ 725.00

VI. LEAVE OF ABSENCE

It is recommended that the Board approve the following individuals for Family and Medical Leave:

M.P. – Tentative May 7, 2018 until October 15, 2018.

VII. TEACHING LOAD COMPENSATION –FIRST SEMESTER

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensation for the first semester of the 2017/2018 school year:

1. Secondary Teacher Stipends for Class Sizes 30 or Above

Matthew Paradise \$1,000.00

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Beth Papotnik \$ 656.25

Mark Iampietro \$1,000.00

VIII. TEACHING LOAD COMPENSATION – SECOND SEMESTER

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensation for the second semester of the 2017/2018 school year:

1. Secondary Teacher Stipends for Class Sizes 30 or Above

Rebekah Brooks \$1,000.00

Christine Chimento \$1,000.00

Kevin Gallagher \$1,000.00

Shane Hallam \$2,000.00

Ken Hustava \$2,000.00

Carolyn Manko \$1,500.00

Steve McCormick \$1,000.00

John Murphy \$1,000.00

Matthew Paradise \$1,000.00

Marie Rayman \$1,500.00

Diana Vitenas \$1,000.00

Joan Young \$1,000.00

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Kara Biroscak \$1,000.00

Emily Brill \$1,000.00

Rebekah Brooks \$1,000.00

Candace Bush \$1,000.00

Allyson Culp \$ 200.00

Dena DeChellis \$1,000.00

Suzanne Deemer \$ 400.00

Mark Iampietro \$1,000.00

Madeline Kay \$ 400.00

Michelle McSwigan \$ 400.00

Kathy Morrow \$1,000.00

Beth Papotnik	\$1,000.00
Lisa Pentland	\$1,000.00
Dennis Sarchet	\$1,000.00
Diana Vitenas	\$1,000.00

3. Secondary Teacher Stipends for Teaching more than One Course during the Same Period

Candace Bush	\$1,000.00
Michael Turner	\$1,000.00

4. Elementary Teacher Stipends for Second Semester

Andrew Bell	\$2,000.00
Katie Boris	\$1,000.00
Nicole Niccolai	\$3,000.00
Kristie Rosgone	\$4,000.00
Jamie Snyder	\$2,000.00

IX. SUMMER/PRE-SEASON COACHING POSITIONS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the Board approve the following coaches for the 2018 Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>
Baseball	Joe Aul Adam Dobson Zach Galasso Matt McCarthy Jayson Monroe
Boys Basketball	Phil McGivney
Boys Soccer	Sotiri Tsourekis
Cross Country	Judi Fritz Sarah Hardner Lainey Resetar
Football	Jim Feeney Russ Klein Steve McCormick Greg Perry Jeff Sieg
Girls Basketball	Ron Muszynski
Girls Soccer	Danielle Kandrack

Michael Kandrack
Jen Leciew

Girls Tennis **Leslie Leopold**
 James Svidron

Girls Volleyball **Dave Harouse**
 Mike O’Leary

Golf **Dennis Sarchet**

Softball **Kristen Kaminski**
 Mark Kaminski

Wrestling **Andy Bell**
 Al Harris
 Joe Kazalas

X. EXTENDED SCHOOL YEAR STAFF

The Administration recommends that the Board approve the following personnel for the Extended School Year Program at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Kara Biroscak	Special Education
Hope Harris	Special Education
Caitlin Kelly	Special Education
Samantha Self	Special Education
Ellie Tecza	Special Education
Diana Ferguson	Paraprofessional
Leslie Romano	Paraprofessional
Lisa Androski	Personal Care Assistant
Mary Ranalli	Personal Care Assistant

FINANCE REPORT

May 22, 2018

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. PENNSYLVANIA SCHOOL BOARD ASSOCIATION

It is recommended that the Board approve the annual membership in the *Pennsylvania School Boards Association* for the 2018/2019 school year in the amount of \$13,264.68.

For Information Only

This is an increase of \$63.08 from last years membership.

II. 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 April 30, 2018 (Check No. 56597-56773)	\$765,196.78
B. Risk Management as of April 30, 2018 (None)	\$0.00
C. Food Service Fund as of April 30, 2018 (None)	\$0.00
D. Athletics as of April 30, 2018 (None)	\$0.00
E. Capital Reserve as of April 30, 2018 (None)	\$0.00
TOTAL	\$765,196.78

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 10 MONTH APRIL/ACTUAL	MONTH END + ESTIMATE PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 29,205,575	\$ 28,632,348	\$ 29,835,312	\$ 629,737
7000	State Revenue Sources	\$ 11,884,614	\$ 7,763,377	\$ 11,903,844	\$ 19,230
8000	Federal Revenue Sources	\$ 847,073	\$ 408,287	\$ 680,871	\$ (166,202)
Total Revenue		\$ 41,937,262	\$ 36,804,012	\$ 42,420,027	\$ 482,765
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 16,193,174	\$ 11,495,308	\$ 16,026,200	\$ 166,974
200	Benefits				
	Professional/Technical	\$ 10,647,423	\$ 7,323,875	\$ 10,087,087	\$ 560,336
300	Services	\$ 1,420,450	\$ 1,290,798	\$ 1,524,019	\$ (103,569)
400	Property Services	\$ 1,245,450	\$ 897,601	\$ 1,103,570	\$ 141,880
500	Other Services	\$ 5,051,476	\$ 4,507,980	\$ 5,321,810	\$ (270,334)
600	Supplies/Books	\$ 1,476,761	\$ 1,099,973	\$ 1,350,317	\$ 126,444
700	Equipment/Property	\$ 749,916	\$ 660,582	\$ 726,063	\$ 23,853
800	Other Objects	\$ 767,612	\$ 759,796	\$ 769,522	\$ (1,910)
900	Other Financial Uses	\$ 4,385,000	\$ 4,493,721	\$ 4,500,000	\$ (115,000)
Total Expenditures		\$ 41,937,262	\$ 32,529,634	\$ 41,408,588	\$ 528,674
Revenues exceeding Expenditures		\$ -	\$ 4,274,378	\$ 1,011,439	\$ 1,011,439
Other Financing Sources/(Uses)					
	Interfund Transfers In (Out)	\$ -	\$ 2,846,479	\$ 2,846,479	\$ (2,846,479)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 4/1/2018	\$ 90,761.63	\$ 70,255.40
Deposits	\$ 4,681.99	\$ 92.25
Subtotal	\$ 95,443.62	\$ 70,347.65
Expenditures	\$ 3,867.70	\$ 2,752.17
Cash Balance - 4/30/2018	\$ 91,575.92	\$ 67,595.48

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2018

GENERAL FUND

BALANCE

FNB BANK

PAYROLL (pass-thru account)	\$	1,765,592
FNB SWEEP ACCOUNT	\$	5,418
ATHLETIC ACCOUNT	\$	4
PLGIT	\$	67,595
FNB Money Market	\$	8,502,040
PSDLAF	\$	562,661
INVEST PROGRAM	\$	156,773
	\$	173,726
	\$	11,233,809

CAFETERIA FUND

FNB BANK

PLGIT	\$	32,864
	\$	68
	\$	32,932

CONSTRUCTION FUND / CAP RESERVE

FNB BANK

PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	1,967,090
	\$	769
	\$	1,967,859

RISK MANAGEMENT / TAX REFUNDS

FNB BANK

\$ 494,072

GRAND TOTAL

\$ 13,728,672

**Please note that included in the General Fund balance is \$415,426.00 designated to a separate fund for compensated absences, as well as \$1,916,610.00 designated to a separate fund for other post employment benefits. These monies are not spendable in the General Fund.

FACILITIES REPORT

May 22, 2018

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 11, 2018 through August 10, 2018.

For Information Only

Students applying for the *Student Summer Work Program* must be at least 16 years old.

II. TRACTOR PURCHASE

It is recommended that the Board approve the purchase of a New Holland Tractor from Vernon Dell Tractor at a cost of \$24,038.00.

III. CHANGE ORDER FOR DISTRICT TRACK RESURFACING

It is recommended that the Board approve change order P-002989-1 to replace the High Jump Area in regards to the Track Surface Replacement at a cost not to exceed \$10,000.00.

ACTIVITIES & ATHLETICS REPORT

May 22, 2018

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. WINTER ATHLETIC BIDS – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the Winter Athletic Bids for the 2018-2019 school year in the amount of \$14,729.62 to the following companies:

BSN Sports	\$ 39.28
Century Sports	\$14,690.34
Total	\$14,729.62

II. SPRING ATHLETIC BIDS – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the Spring Athletic Bids for the 2018-2019 school year in the amount of \$15,947.02 to the following companies:

BSN Sports	\$ 1,365.74
Century Sports	\$14,581.28
Total	\$15,947.02

TECHNOLOGY REPORT

May 22, 2018

BOARD ACTION REQUESTED

I. PROMETHEAN ACTIVPANELS

The Administration recommends that the Board approve the purchase of 30-70” Promethean ActivPanels for the 2018/2019 school year through CDW Government, COSTARS-003-32, at a cost not to exceed \$115,123.80

Policy Guide



Policy No. 122

Section PROGRAMS

Title EXTRACURRICULAR ACTIVITIES

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

<p>POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p>		
<p>Section 1</p>	<p><u>Purpose</u></p> <p>The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences some of which are more appropriately conducted outside the regular classroom curricular program of the school.</p> <p>The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.</p> <p>All learning experiences offered by the schools of this District, curricular and extracurricular, shall ould be planned and integrated toward the attainment of the District's educational objectives.</p>	<p>SC 511</p>
<p>Section 2</p>	<p><u>Definition</u></p> <p>For purposes of this policy, "cocurricular activities" shall be those activities which are sponsored or approved by the Board, but are not offered for credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day. They shall be marked by student participation in the processes of initiation, planning, organizing and execution. All students shall be able to voluntarily elect to participate, except where eligibility requirements are necessary. The Board shall approve the establishment of eligibility standards before they may be operable.</p>	<p>Title 22 Sec. 5.10</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day and are equally available to all students who voluntarily elect to participate.</p> <p>Cocurricular activities shall ordinarily include intramural sports, band, choir and clubs.</p> <p>For purposes of this policy, board sponsorship shall mean formal recognition of an extracurricular activity. Such recognition does not require monetary support from the District, but allows that extracurricular program to operate pursuant to the guidelines of this policy.</p> <p>An activity sponsor is the contact and representative of the extracurricular program. A sponsor may be paid or unpaid and may be a staff member. Non-staff volunteers may also serve as sponsors subject to legal requirements, board policy, and administrative regulations.</p> <p><u>Authority</u></p> <p>The Board shall make school facilities, supplies and equipment available and assign staff members where appropriate for the support of a program of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>Any No extracurricular activity shall be considered to be under the sponsorship of this Board unless when it has been approved by the Board upon on the recommendation of the Superintendent.</p> <p>The Board shall approve a Program of Activities by June 30th for the following school year. Only those activities included in the approved Program of Activities shall be considered Board sponsored. Availability of those activities in the following school year is still pursuant to student enrollment and/or sponsor availability.</p>	<p>Title 22 Sec. 12.1</p> <p>Pol. 916</p> <p>SC 511 20 U.S.C. Sec. 4071 et seq. Pol. 103, 103.1</p>
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POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

The Board shall maintain ~~and~~ the program of ~~extra~~curricular activities; at ~~minimal~~ ~~no~~ cost to participating students, ~~except~~ ~~that~~ subject to the following conditions:

1. The Board's responsibility for the provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.
2. Students may be required to assume all or part of the costs ~~for~~ travel and attendance at ~~extra~~curricular events and trips.
3. Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.
- ~~2.4.~~ The Board reserves the right to limit support for any activities.

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:

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.
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

~~P.G. 110~~
Pol. 110

Pol. 218, Pol. 256

	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <ol style="list-style-type: none"> 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. <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall prepare develop administrative procedures to implement a the eeextracurricular activities program. which shall: All student groups shall adhere to Board policy and administrative regulations.</p> <p>At a minimum these procedures shall include:</p> <ol style="list-style-type: none"> 1. Quarterly reporting requirements by sponsors related to the extracurricular programs activities and attendance by students. Quarterly reports will only be necessary for groups who receive district funds including coach/sponsor payments. 2. Establishment of guidelines for the creation and continuing recognition and/or funding of extracurricular programs. <p>Section 5 <u>Guidelines</u></p> <p>Guidelines shall ensure that the program of extracurricular activities:</p> <ol style="list-style-type: none"> 1. Aassesses the needs and interests of and is responsive tothe district studentsof this District.; 1.2. Invites the participation of parents/guardians and the community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act. 	<p>20 U.S.C. Sec. 4071 et seq.</p>
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POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

~~2.3.~~ Involves students in the developing and planning of extracurricular activities.;

~~3.~~ be responsive to the articulated needs of students;

4. Ensures the provision of competent guidance and supervision of by staff.;

5. Guards against the exploitation of students.;

~~5.6.~~ Provides a variety of experiences and diversity of organizational models.

~~6.7.~~ Provides for the continuing evaluation of the curricular program and its components.;

~~7.8.~~ Be scheduled, whenever possible, outside after school hours, including travel time.;

~~8.9.~~ Ensure that all extracurricular activities are open to all students and that all students are fully informed of the curricular available opportunities open to them.

~~9.10.~~ Requires that overnight trips and fund-raising conform to district policies. the guidelines in Policy Nos. 229—Student Fund Raising, 231—School Events and Trips, and 230—Public Performance/Competition by Students; and

11. Requires that students participating in the extracurricular program adhere to the expectations and consequences established in the Student Code of Conduct (see current student handbook).

Title 22 Sec. 12.1,
12.4

Eligibility/Attendance

The Board believes that participation in extracurricular activities is an important part of the total educational process and encourages all students to participate in extracurricular activities; however, participation in extracurricular activities is a privilege and not a right. Participation shall be contingent upon

POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

successful final completion of regular curricular requirements. In order to ensure a student's continued eligibility to participate in extracurricular activities, administrators, coaches and sponsors shall evaluate each student's academic work, attendance and behavior according to established administrative regulations. The efforts that address student needs as part of the evaluation are designed to support student learning and growth in his/her academic and extracurricular program.

At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity after the school day. Weekend/holiday participation in any extracurricular activity requires that a student must attend at least one-half of the school day immediately preceding the weekend/holiday. Students will not be penalized if school is cancelled. Students missing more than one-half the school day must have a valid doctor's excuse (i.e. for sickness, well-care visit for chronic conditions, stipulation in a 504 plan) to participate.

With regards to any extracurricular activity that would involve a selection process, the selection of student participants will be conducted in a fair and consistent manner. The selection procedure(s) will be communication to the students and their parent/guardians in a timely fashion.

The responsibility for conducting a student activity, including the tryout/selection process, rests with the sponsor/coach, under the supervision of the building principal(s), and in accordance with the following guidelines:

1. All students who meet the district's academic eligibility criteria to try out and participate in activities will have the right to try out for student activities.
2. Notice to students will be made at least one month in advance and in a manner to which all students have information concerning the date, time, and place of the tryouts.
3. Tryouts will be held at reasonable dates, times, and places.

POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

4. Students will be informed of the criteria to be used in the selection process, as well as the relative importance of the various criteria, in a reasonable time prior to the tryouts.
5. All students who try out will be given equal opportunity to demonstrate their skills and abilities.
6. A fair, reasonable, and to the extent possible, objective system of judging will be used by the sponsor/coaches in selecting the students. Judging can be done either individually by the sponsor/coaches or by the use of other qualified and competent judges if the sponsor/coach so desires.
7. Students may participate in more than one (1) activity even if these activities occur at the same time of the year. A mutually agreeable arrangement must be made by the student and all sponsors/coaches involved. If sponsors/coaches cannot agree to mutually agreeable arrangement, the conflict will be resolved by the administration, which includes the possibility that the student may need to make a choice between the two (2) activities.
8. Students not selected for an activity will be notified in a timely manner. Whenever possible, they will be informed of their areas of strengths/weaknesses so that the student can work to improve the areas of weakness in order to increase the possibility of selection in future tryouts.

Supervision

A member of the professional staff, approved sponsor or independent volunteer must be present at all times when a building or part of a building is being used by students. This individual must remain at the location of the activity until all students have departed.

Equal Access Act

POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

~~The District shall provide secondary students the opportunity for one or more noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents, or employees. Noninstructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.~~

~~The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities of the school.~~

~~The Superintendent or a designee shall establish the length of sessions, number per week and other such limitations as felt reasonably necessary.~~

~~The District retains the authority to maintain order and discipline on school premises to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.~~

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the District. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

The District shall provide secondary students the opportunity for non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum and shall not deny equal or a fair opportunity to, or discriminate against any students who wish to conduct a meeting within that limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Such groups shall have reasonable access to district facilities for meetings. For

POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

building access, students are to send requests to the building principal.

Non-instructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The District retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

References:

School Code – 24 P.S. Sec. 511

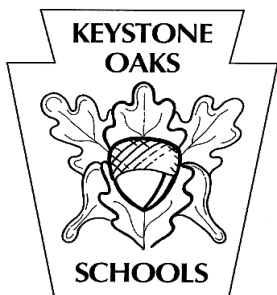
State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.4

Equal Access Act – 20 U.S.C. Sec. 4071 et seq.

Board Policy – 103, 103.1, 110, 218, 256, 916

~~School Code~~
~~PA Code Title 22~~
~~Federal Regulations~~

Policy Guide



Policy No. 123

Section PROGRAMS

Title INTERSCHOLASTIC ATHLETICS

Adopted AUGUST 21, 1989

Revised _____

POLICY NO. 123 INTERSCHOLASTIC ATHLETICS		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students of the District and to the community as a resource for community involvement.</p>	SC 511
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events or sport exhibitions involving individual students or teams of students of this District when such events occur between separate schools within the District or with any schools outside the District.</p>	
Section 3	<p><u>Authority</u></p> <p>It shall be the policy of the Board to offer opportunities for participation in interscholastic inter-school athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and State regulations.</p> <p>The Board shall approve annually, by June 30th, a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p>	<p>SC 1601-C et seq. Title 22 Sec. 4.275.10 34 CFR Sec. 106.41 Pol. 103, 103.1</p> <p>SC 511</p>

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

The Board shall maintain the program of interscholastic activities at minimal cost to participating students subject to the following conditions:

1. The Board's responsibility for the provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.
2. Students may be required to assume all or part of the costs for travel and attendance at interscholastic events and trips.
3. The Board reserves the right to limit support for any activities.

Pol 110

The Board shall determine the standards of eligibility to be met by all student's participation in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by accident insurance; be free of injury; and undergo a physical examination by a licensed physician.

SC 511

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards periodically to ascertain that they continue to be in conformity with the objectives of this District. The Board reserves the right to require a student desiring to participate in the District's interscholastic athletic programs to provide such evidence as may be necessary to establish the student's eligibility under such standards.

The Board believes that participation in interscholastic athletics is an important part of the total educational process; however, participation in interscholastic athletics is a privilege and not a right. Participation shall be contingent upon successful final completion of regular curricular requirements. In order to ensure a student's continued eligibility to participate in athletics, administrators, coaches and sponsors shall evaluate each student's academic work, attendance and behavior according to established administrative regulations. The efforts that address student needs as part of the evaluation are designed to support student learning and growth in his/her academic and athletic

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

program.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if any of the following circumstances exist:

Pol. 218, Pol. 256

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.
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, such as an agreement in school, at a school-sponsored activity, or during the time spent traveling to and from school and school-sponsored activities to complete a transaction outside of school that would violate the Student Discipline Code.
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.

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

Section 4

Guidelines

~~Keystone Oaks School District is a member of the WPIAL and PIAA and, as such, its interscholastic sports program is under the jurisdiction of and subject to the rules and regulations of these organizations.~~

~~To be eligible for a sport, a participant must be an amateur, less than nineteen (19) years of age, have the written consent of parents or guardians, must receive and pass a physical exam by a physician and may play only four (4) years in one or more sports. A participant must be enrolled in and attend school in accordance with school policy, maintain a passing grade of C in at least four (4) full credit subjects, and must not have attended more than eight (8) semesters beyond the eighth grade.~~

~~Furthermore, the regulations state that all participants must be resident students or nonresident students attending from a District not maintaining a senior high school. Keystone Oaks insists that all those who represent the school in athletic events must adhere to all school rules relative to behavior as outlined in Board Policy No. 218 and the PIAA Sportsmanship Guidelines. Also, the administration may raise the academic rules beyond those required by WPIAL, if at any time it is necessary or desirable.~~

~~An additional requirement for eligibility shall be adherence to the provision of Pennsylvania law as it applies to athletic participation: the use of anabolic steroids is prohibited, except for a valid medical purpose, by any pupil involved in school related athletics.~~

~~First Violation — Suspension from school athletics for the remainder of the season. Referral to and participation in programs offered by the Student Assistance Team as set forth in the District's drug and alcohol policy.~~

~~Second Violation — Suspension from school athletics for the remainder of the season and the following season. Referral to and participation in programs offered by the Student Assistance Team as set forth in the District's drug and alcohol policy.~~

~~Third Violation — Permanent suspension from school athletics.~~

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

~~No student shall be eligible to resume participation unless there has been a medical determination that no residual evidence of steroids exist. Participation in a drug counseling/rehabilitation program shall be required as condition of reinstatement into the school athletic program.~~

~~Students and parents will be informed of this Policy via the Requirements for Athletic Participation Form. Education about the dangers of steroid abuse will be provided in health classes and through coaches' discussions of training rules.~~

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Eligibility/Attendance

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Athletic Handbook.
3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.
4. Met the attendance requirements to participate.

At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late

SC 5323, 5333
Pol. 123.1, 123.2

SC 511

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

arrival/early dismissal, to be eligible to participate in the extracurricular activity after the school day.

Weekend/holiday participation in any extracurricular activity requires that a student must attend at least one-half of the school day immediately preceding the weekend/holiday. Students will not be penalized if school is cancelled. Students missing more than one-half the school day must have a valid doctor's excuse (i.e. for sickness, well-care visit for chronic conditions, stipulation in a 504 plan) to participate.

5. Returned all school athletic equipment previously used.
6. Paid off any outstanding student account balance carried over from the previous school year including, but not limited to food service accounts, books and supplies.
7. Adhered to applicable discipline standards.

Pol. 218

The selection of student participants will be conducted in a fair and consistent manner. The selection procedure(s) will be communication to the students and their parent/guardians in a timely fashion.

The responsibility for conducting a student activity, including the tryout/selection process, rests with the coach, under the supervision of the building principal(s), and in accordance with the following guidelines:

1. All students who meet the district's academic eligibility criteria to try out and participate in activities will have the right to try out for student activities.
2. Notice to students will be made at least one month in advance and in a manner to which all students have information concerning the date, time, and place of the tryouts.
3. Tryouts will be held at reasonable dates, times, and places.
4. Students will be informed of the criteria to be used in the

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

selection process, as well as the relative importance of the various criteria, in a reasonable time prior to the tryouts.

5. All students who try out will be given equal opportunity to demonstrate their skills and abilities.
6. A fair, reasonable, and to the extent possible, objective system of judging will be used by the coaches in selecting the students. Judging can be done either individually by the coaches or by the use of other qualified and competent judges if the coach so desires.
7. Students may participate in more than one (1) activity even if these activities occur at the same time of the year. A mutually agreeable arrangement must be made by the student and all sponsors/coaches involved. If sponsors/coaches cannot agree to mutually agreeable arrangement, the conflict will be resolved by the administration, which includes the possibility that the student may need to make a choice between the two (2) activities.
8. Students not selected for an activity will be notified in a timely manner. Whenever possible, they will be informed of their areas of strengths/weaknesses so that the student can work to improve the areas of weakness in order to increase the possibility of selection in future tryouts.

Supervision

A member of the professional staff, approved sponsor or independent volunteer must be present at all times when a building or part of a building is being used by students. This individual must remain at the location of the activity until all students have departed.

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic

SC 1603-C

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 123 INTERSCHOLASTIC ATHLETICS</p> <p>opportunities and treatment for male and female secondary school students for the preceding school year.</p> <p>By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district’s website.</p> <p>The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.</p>	<p>SC 1603-C</p> <p>SC 1603-C</p>
	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics which shall include a complete schedule of events and shall inform the Board of changes in that schedule as they occur. Every effort should be made to schedule athletic contests at the end of the school day.</p> <p>The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with the rules of the State Board of Education, the PIAA and WPIAL.</p> <p>The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A and the District.</p> <p>The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the District’s enrollment.</p> <p>The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.</p> <p>Requests for the addition or elimination of interscholastic athletic programs shall be submitted to the Superintendent or his/her designee.</p>	

**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

References:

School Code – 24 P.S. Sec. 511, 1601-C et seq., 1603-C, 5323, 5333

State Board of Education Regulations – 22 PA Code Sec. 4.27

Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41

Board Policy – 103, 103.1, 123.1, 123.2, 218, 256

~~School Code 511~~

~~PA Code Title 22 Sec. 5.10~~

Policy Guide



Policy No. 123.1

Section PROGRAMS

Title CONCUSSION MANAGEMENT

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 123.1 CONCUSSION MANAGEMENT</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 230.1.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that concussions can have serious short-term and long-term consequences if not managed properly. Students participating in sports and recreational activities are at an increased risk of experiencing a concussion. The Board recognizes the importance of ensuring the safety of students participating in district programs and educating them of the potential risks.</p> <p>This policy has been developed to provide guidance for the detection, treatment, and short and long-term management of a concussion and its symptoms although prevention is the goal.</p> <p>Section 2 <u>Definitions</u></p> <p>Appropriate medical professional shall mean any of the following:</p> <ol style="list-style-type: none"> 1. A licensed physician who is trained in the evaluation and management of concussions. 2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions. 3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who 	<p>24 P.S. Sec 5322</p>
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**POLICY NO. 123.1
CONCUSSION MANAGEMENT**

Section 4

Guidelines

The District will provide educational information concerning concussions in the Athletic Handbook, the district website and by any other reasonable means. The information provided will discuss 1) what a concussion is, 2) the symptoms of a concussion, 3) what I should do if I think I may have a concussion, and 4) how I can help prevent a concussion.

The District will hold an informational meeting at least annually for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

The student shall not return to school or activity until he or she has received written, signed authorization from a licensed physician to do so. Any student who continues to have signs or symptoms upon return to activity must be removed from play and be reevaluated by their family health care provider. The District's chief school physician will make the final decision on return to activity, including physical education class, recess, and after-school sports. Any and all authorizations to return to activity will be maintained by the District in the student's permanent medical file.

24 P.S. Sec. 5323

24 P.S. Sec. 5323

**POLICY NO. 123.1
CONCUSSION MANAGEMENT**

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

24 P.S. Sec. 5323

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be permanently suspended from coaching any athletic activity.

24 P.S. Sec. 5323

Education Support Services

The Board further recognizes the importance of ensuring that a student who has suffered a concussion, either during a school activity or outside school hours, be provided time for cognitive rest as necessary. As a result, a student who has sustained a concussion will be provided with appropriate safeguards and educational accommodations during the healing phase of his/her recovery. Because of the short-term nature of concussion, a student may require significant short-term program modifications without the benefit of an IEP or 504 Plan already in place. The District will ensure that any orders for cognitive rest during school hours or graduated return to classroom activity specified by such student's physician are followed.

References:

Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.

**Interscholastic Sports
Concussion and Traumatic Brain Injury
Statement and Acknowledgement Form**

I, _____ (student), acknowledge that I have an obligation to be an active participant in my own health and that I have the direct responsibility to report to my coaches, team physicians and/or athletic trainers all prior and existing injuries and illnesses that could potentially impact my ability to practice or compete in interscholastic activities. This responsibility includes reporting:

1. Any prior head injury or concussion that I have suffered.
2. Any new head injury or concussion that I suffer.
3. Any prior concussion-related symptoms that I have experienced.
4. Any new concussion-related symptoms that I experience.

I further acknowledge that my physical condition and health may be negatively impacted unless I provide to my coaches, team physicians, and/or athletic trainers accurate and complete medical information about head injuries, concussions, and/or concussion-related symptoms regardless of whether the applicable symptoms were experienced before, during or after an athletic activity.

By signing below, I represent and acknowledge that:

My school has provided me with educational information concerning concussions, including the U.S. Department of Health and Human Services Centers for Disease Control and Prevention ("CDC") Concussion fact sheet, (See <https://www.cdc.gov/headsup/index.html>) and/or any other related materials, documents, and/or sources that are relevant to this subject. The information provided by the school discusses 1) what a concussion is, 2) the symptoms of a concussion, 3) what I should do if I think I may have a concussion, and 4) how I can help prevent a concussion.

I have carefully reviewed the information that was provided and have had an opportunity to ask my coaches, the Athletic Director, my school principal or assistant principal questions concerning the information as well as this form.

I have fully disclosed to my coaches, team physicians and/or athletic trainers any prior injuries and illnesses that could impact my fitness to compete in sports related activities. This includes reporting any prior head injuries or concussions that I have suffered and/or any prior concussion-related symptoms that I have experienced.

I will immediately disclose to my coaches, team physicians, and/or athletic trainers any new injury or illness that could impact my fitness to compete in sports related activities. This includes reporting any new head injury or concussion that I suffer and/or any new concussion-related symptoms that I experience. There is a possibility that my participation in sports activities, including practices as well as games, may result in a head injury or concussion. In rare cases, these conditions can cause permanent brain damage, and even death.

A concussion can affect my ability to perform everyday activities, and can affect my reaction time, balance, sleep, and classroom performance. Some of the symptoms of a concussion may be noticed right away while other symptoms may only show up hours or days after the event that caused the concussion.

If I suspect that I may have suffered a concussion or that I may be experiencing concussion-related symptoms, I will immediately report the matter to my coaches, team physicians and/or athletic trainers.

If I suspect a teammate may have suffered a concussion or may be experiencing concussion-related symptoms, I will immediately report the matter to my coaches, team physicians or athletic trainers.

If I have been removed from play during an athletic activity because of a concern that I may have suffered a concussion or am experiencing concussion-related symptoms, I will not return to the practice or game that same day unless a health care provider rules out a suspected concussion at or very near the time I am removed from play. If I have been removed from play during an athletic activity because of a concern that I may have suffered a concussion or am experiencing concussion-related symptoms, and a concussion was not ruled out by a health care provider at or very near the time I was removed from play, I will not thereafter return to play in a game or practice until I have been evaluated by and have received written clearance to resume participation in athletic activities from a healthcare provider who has been trained in the evaluation and management of concussion and head injuries, as specified by law.

Following a concussion, the brain needs time to heal. I understand that if I receive a concussion, I am much more likely to have a repeat concussion or further damage if I return to play before my symptoms from the initial concussion fully resolve.

I represent and certify that my parent/guardian and I have read this entire document; understand the contents of this document and the consequences of signing it; and agree to be bound by this document.

Parent(s)/Guardian(s) Signature

Date

Student Signature

Date

Policy Guide



Policy No. 123.2

Section PROGRAMS

Title SUDDEN CARDIAC ARREST

Adopted _____

Revised _____

POLICY NO. 123.2 SUDDEN CARDIAC ARREST		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of ensuring the safety of students participating in the district’s athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.</p>	24 P.S. Sec. 5331 et seq.
Section 2	<p><u>Definitions</u></p> <p>Athletic activity shall mean any of the following:</p> <ol style="list-style-type: none"> 1. Interscholastic athletics. 2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club sponsored sports activities and sports activities sponsored by school affiliated organizations. 3. Noncompetitive cheerleading that is sponsored by or associated with the school. 4. Practices, interschool practices and scrimmages for all athletic activities. <p>A Sudden Cardiac Arrest occurs when the heart stops beating, suddenly and unexpectedly; stopping blood flow to the brain and other organs.</p>	24 P.S. Sec. 5332

**POLICY NO. 123.2
SUDDEN CARDIAC ARREST**

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.

24 P.S. Sec. 5333

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.

24 P.S. Sec. 5333

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be permanent suspension from coaching any athletic activity.

24 P.S. Sec. 5333

References:

Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.

**Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms
and Warning Signs Information Sheet and
Acknowledgment of Receipt and Review Form**

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 students die of SCA each year. It is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- dizziness;
- extreme fatigue;
- chest pains; or
- racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The act is intended to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- The District will hold an informational meeting at least annually for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.

Removal from play/return to play

- Any student-athlete who shows signs or symptoms of SCA must be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist. The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

I have reviewed and understand the symptoms and warning signs of SCA.

Parent(s)/Guardian(s) Signature

Date

Student Signature

Date

Policy Guide



Policy No. 150

Section PROGRAMS

Title TITLE I – COMPARIBILITY OF SERVICES

Adopted _____

Revised _____

POLICY NO. 150		
TITLE I – COMPARIBILITY OF SERVICES		
Section 1	<p><u>Purpose</u></p> <p>The equivalent distribution of district resources is one means the District shall use to ensure all students receive a quality education. This policy demonstrates the district’s commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the District that do not receive Title I funds.</p> <p>If all schools in the District receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.</p> <p>The Board acknowledges that comparability of services may be measured on a grade-span by grade-span basis or a school-by-school basis using the current formula provided by the Bureau of Federal Programs of the PA Department of Education.</p>	<p>20 U.S.C. 6321</p> <p>20 U.S.C. 6321</p>

POLICY NO. 150		
TITLE I – COMPARIBILITY OF SERVICES		
Section 3	<p><u>Definition</u></p> <p>For purposes of this policy, grade span is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>If the District has more than one (1) building per grade span, the Federal Programs Coordinator shall complete a Detailed School Data Sheet. Regardless of buildings per grade span, the Federal Programs Coordinator shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools in regards to services, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.</p>	
Section 5	<p><u>Guidelines</u></p> <p>For the purposes of determining comparability, the District may exclude:</p> <ol style="list-style-type: none"> 1. State and local funds expended for language instruction education programs. 2. Excess costs associated with providing services to students with disabilities. 3. Unexpected changes in enrollment or personnel assignments occurring after the beginning of the school year. 4. Other expenditures from supplemental state or local funds consistent with the intent of Title I. <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.</p>	<p>Pol. 140</p> <p>Pol. 103.1, 113, 114</p> <p>Pol. 906, 906.1</p>

POLICY NO. 150
TITLE I – COMPARIBILITY OF SERVICES

References:

Elementary and Secondary Education Act – 20 U.S.C. 6321

Board Policy – 103.1, 113, 114, 140, 906, 906.1

Policy Guide



Policy No. 808
 Section OPERATIONS
 Title FOOD SERVICES
 Adopted AUGUST 21, 1989
 Revised AUGUST 16, 2016;
NOVEMBER 21, 2013;
MARCH 19, 2001

POLICY NO. 808 FOOD SERVICES	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
Section 2	<p><u>Authority</u></p> <p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p> <p>The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.</p>
	<p>2 CFR Part 200 SC 504, 807.1, 1335, 1337 42 U.S.C. 1751 et seq., 1773 7 CFR Part 210, 215, 220</p> <p>FNS Instruction 113-1 (USDA) 7 CFR 210.23 Pol. 103, 103.1</p>

POLICY NO. 808 FOOD SERVICES		
Section 3	<p>Food sold by the school may be purchased by students and district employees, but only for consumption on school premises or on school-sponsored field trips. The price charged to students shall be established annually by the District in compliance with state and federal laws.</p>	<p>SC 504 42 U.S.C. 1760</p>
	<p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program food shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include, but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.</p>	<p>42 U.S.C. 1760 7 CFR 210.14</p>
	<p><u>Delegation of Responsibility</u></p>	
	<p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services. The Director of Food Services is responsible for maintaining and monitoring charge records and notifying the parents/guardians of outstanding balances by means of phone calls and messages, written documentation, or any other reasonable means of communication.</p>	
	<p>The Business Manager Director of Food Services shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>	<p>SC 504</p>
	<p>The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager Director of Fiscal Services monthly and the auditor.</p>	<p>SC 504, 1337</p>
	<p>The Director of Food Services shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>	<p>SC 504, 1335, 1337 42 U.S.C. 1751 et seq., 1773 7 CFR Part 210, 215, 220</p>
<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs.</p>	<p>3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.310</p>	

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 808 FOOD SERVICES</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p> <p><u>Guidelines</u></p> <p>To reinforce the District’s commitment to nutrition and student wellness education program, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students’ nutritional well-being and health. 2. Meet the nutritional standards specified in laws and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. 5. The District shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs. <p>All funds derived from the operation, maintenance or sponsorship of the food service program facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the School District. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund; however, district advances to the food services program may be returned to the district’s general fund from any surplus resulting from its operation.</p>	<p>FNS Instruction 113-1 (USDA)</p> <p>Pol. 246</p> <p>SC 504</p>
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POLICY NO. 808 FOOD SERVICES	
<p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteriafood service program.</p> <p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p> <p><u>Free/Reduced-Price School Meals and Free Milk</u></p> <p>The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p> <p>The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none"> 1. At or around the beginning of the school year. 2. Three (3) months after the initial effort. 3. Six (6) months after the initial effort. <p>The District may also conduct direct certification on a weekly or monthly basis.</p> <p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p> <p><u>School Food Safety Inspections</u></p> <p>The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p>	<p>SC 504</p> <p>Pol. 610, 626, 828</p> <p>42 U.S.C. 1758 7 CFR Part 245</p> <p>42 U.S.C. 1758 7 CFR Part 245</p> <p>7 CFR 15b.40 Pol. 103.1, 113, 209.1</p> <p>42 U.S.C. 1758(h) 7 CFR 210.13, 220.7</p>

**POLICY NO. 808
FOOD SERVICES**

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

7 CFR Part 210, 220
42 U.S.C. 1758(h)

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

7 CFR 210.9, 210.13, 220.7

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

42 U.S.C. 1751 et seq., 17473
7 CFR 210.310, 210.15

School Meal [Charges and Accounts](#)

~~Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.~~

~~The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:~~

Pol. 808.1

- ~~1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.~~

**POLICY NO. 808
FOOD SERVICES**

- ~~2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance warning shall be given to the student and parent/guardian.~~
- ~~3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.~~

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the District shall:

- 1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
- 2. Notify parents/guardians when the student's school meal account reaches a low balance.
- 3. Notify parent/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
- 4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal or to withhold select categories of food items.

SC 1337

When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

SC 1337
42 U.S.C. 1758
7 CFR Part 245

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the

SC 1337

**POLICY NO. 808
FOOD SERVICES**

student, unless the student is an emancipated minor.

The District shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.

SC 1337

District schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance unless a parent/guardian has provided notice to the District to restrict or deny items.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The District shall provide parent/guardians with information about this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

Information about this policy and any applicable procedures or administrative regulations for parents/guardians, student and staff will be available via the District website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

**POLICY NO. 808
FOOD SERVICES**

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year and will travel with the student throughout their enrollment in the District.

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parent/guardians responsible for providing funds for meal purchases. Negligent debt will be sent to the local Magistrate for collection, and parent(s)/guardian(s) are responsible for all court costs and fees assigned by the magistrate for the collection of monies due to the cafeteria.

References:

School Code – 24 P.S. 504, 807.1, 1335, 1337

Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards – 2 CFR Part 200

U.S. Code Chapter 13 School Lunch Programs – 42 U.S.C. 1751 et seq., 1758, 1760, 1773

National School Lunch Program – 7 CFR Part 210, 210.9, 210.13, 210.30, 215, 220, 220.7, 245

7 CFR 15b.40 – Food Services
FNS Instruction 113-1 (USDA)

Title 3 School Cafeterias and Organized Camps – 3 Pa. C.S.A. 5713

Board Policy – 103, 103.1, 113, 209.1, 246, 610, 626, 808.1