

**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, DECEMBER 12, 2017**  
**7:00 PM**

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

## **December 12, 2017 – Business/Legislative Meeting**

### **7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Audit Report – Cypher & Cypher**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

## **January 9, 2018 –Work Session**

### **7:00 PM Meeting**

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

# **BOARD PRESIDENT'S REPORT**

**December 12, 2017**

**Mr. Matthew Cesario**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

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

### **II. MT. LEBANON INDOOR SHOOTING RANGE**

It is recommended that the Board approve the usage of the “to be constructed” shooting range, by the Municipality of Mt. Lebanon, on the Mt. Lebanon Golf Course, for law enforcement only.

## **FOR INFORMATION ONLY**

- |  |                           |
|--|---------------------------|
| I. Parkway West Career and Technology Center Report      | <i>Ms. Annie Shaw</i>     |
| II. SHASDA Report  | <i>Ms. Raeann Lindsey</i> |
| III. Keystone Oaks Foundation for Educational Excellence | <i>To Be Announced</i>    |
| IV. PSBA/Legislative Report                              | <i>To Be Announced</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

December 12, 2017

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. ACT 93 ADMINISTRATIVE EMPLOYEE COMPENSATION 2017/2018

In compliance with the *Act 93 Administrative Employee Compensation July 1, 2016 – June 30, 2019*, it is recommended that the Board approve the Administrators' salaries, retroactive to July 1, 2017, (as listed below) for the 2017/2018 school year:

<b>Desiree Burns</b>	\$86,442.00	Supervisor of Special Education
<b>Jeffrey Kattan</b>	\$108,900.00	Principal, Keystone Oaks Middle School
<b>Suzanne Lochie</b>	\$67,340.00	Supervisor of Pupil Services
<b>Dr. Shannon Varley</b>	\$110,720.00	Director of Curriculum, Instruction, Assessment and Staff Development
<b>Brian Werner</b>	\$103,286.00	Principal, Dormont Elementary School

### II. 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 January 1, 2018 until further notice, at a rate of \$450.00 per day.

### III. MEMORANDUM OF UNDERSTANDING BETWEEN MT. LEBANON SCHOOL DISTRICT AND THE KEYSTONE OAKS SCHOOL DISTRICT

It is recommended that the Board approve the Memorandum of Understand between Mt. Lebanon School District and the Keystone Oaks School District which allows Keystone Oaks School District students to participate in the Classroom Theory (CT) and/or Behind-the-Wheel (BTW) Driver's Education courses currently offered through Mt. Lebanon School District.

#### For Information Only

The Driver's Education courses are held during the evening hours or on the weekends.

### IV. ATTACHMENT NO. 216-AR-1: STUDENT RECORDS ATTACHMENT – RELEASE OF DIRECTORY INFORMATION OPT OUT

It is recommended that the Board approve the SECOND READING of Policy No. 216-AR-1: *Student Records Attachment – Release Form*.

**V. SECOND READING OF POLICY NO. 220: STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

It is recommended that the Board approve the SECOND READING of Policy No. 220: *Student Expression/Distribution and Posting of Materials*.

**VI. SECOND READING OF POLICY NO 223: USE OF BICYCLES AND MOTOR VEHICLES**

It is recommended that the Board approve the SECOND READING of Policy No. 223: *Use of Bicycles and Motor Vehicles*.

**VII. SECOND READING OF POLICY NO. 224: CARE OF SCHOOL PROPERTY**

It is recommended that the Board approve the SECOND READING of Policy No. 224: *Care of School Property*.

**VIII. SECOND READING OF POLICY NO. 712: PARKING ON SCHOOL DISTRICT PROPERTY**

It is recommended that the Board approve the SECOND READING of Policy No. 712: *Parking on School District Property*.

**IX. SECOND READING OF POLICY NO. 807: OPENING EXERCISES/FLAG DISPLAY**

It is recommended that the Board approve the SECOND READING of Policy No. 807: *Opening Exercises/Flag Display*.

**X. SECOND READING OF POLICY NO. 852: CREATING A POSITION**

It is recommended that the Board approve the SECOND READING of Policy No. 852: *Creating a Position*.

**XI. SECOND READING OF POLICY NO. 863: SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS**

It is recommended that the Board approve the SECOND READING of Policy No. 863: *Social Media/Electronic Communications*.

**XII. SECOND READING OF POLICY NO. 919: TITLE 1 PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919: *Title I Parent/Guardian and Family Engagement*.

**XIII. SECOND READING OF POLICY NO. 919.1: TITLE I DORMONT ELEMENTARY SCHOOL PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919.1: *Title I Dormont Elementary School Parent/Guardian and Family Engagement*

**XIV. SECOND READING OF POLICY NO. 919.2: TITLE I MYRTLE AVENUE ELEMENETARY SCHOOL PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919.2: *Title I Myrtle Avenue Elementary School Parent/Guardian and Family Engagement.*

**XIV. PROFESSIONAL DEVELOPMENT**

<b>Ms. Carly Devine</b>	Nonviolent Crisis Intervention Trainer Certification Sheraton – Pittsburgh International Airport Pittsburgh, PA January 23 – 26, 2018	\$3,170.00
<b>Mr. Craig Lawhead</b>	Nonviolent Crisis Intervention Trainer Re-Certification Sheraton – Pittsburgh International Airport Pittsburgh, PA January 23 – 26, 2018	\$1,520.00

# EDUCATION REPORT

December 12, 2017

Ms. Raeann Lindsey, Chairperson

## **BOARD ACTION REQUESTED**

### **I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2018/2019 school year.

### **II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2018/2019 school year.

### **III. DUAL ENROLLMENT MEMORANDUM OF AGREEMENT BETWEEN THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY AND THE KEYSTONE OAKS SCHOOL DISTRICT**

It is recommended that the Board approve the Dual Enrollment Memorandum Agreement between the Community College of Allegheny County and the Keystone Oaks School District

#### **For Information Only**

Under the terms of this agreement students will have the opportunity to begin taking college-level course work while completing their high school degrees. Students will have the ability to apply for Federal Pell Grants to assist with payment of these courses.

# PERSONNEL REPORT

December 12, 2017

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

## BOARD ACTION REQUESTED

### I. DISABILITY RETIREMENT

It is recommended that the Board approve the Disability Retirement of **Jennifer Tucker**, Custodian, retroactive to December 6, 2017.

### II. APPOINTMENTS

#### A. Classified Employee - Paraprofessional Nurses' Assistant

In compliance with the Keystone Oaks Education Support Personnel Association/PSEA/NEA 2014-2018, the Administration recommends the employment of **Shelby Keebler**, Paraprofessional Nurses' Assistant, at a rate of \$16.52 per hour effective December 18, 2017.

#### B. Substitute Nurse

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individual as a substitute nurse, **Jennifer Reinard**, effective November 21, 2017 at a rate of \$12.00 per hour.

#### C. Approval of Activities – Sponsors and Stipends

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Rebecca Hersan	Aiken Art Club	\$778.88
Jennifer Watenpool	Aiken Mileage Club	\$778.88

#### D. Approval of Activities – Specialized and Support Positions

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual for the 2017/2018 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Shane Hallam	Bus Duty	\$1,450.00
Greg Pegher	Stage Manager – KOMS Musical	\$2,750.00
Nicole Zeak	Properties – KOMS Musical	\$1,750.00
Laura Hucik Bough	Assistant – KOMS Musical	\$500.00



### **III.UNPAID LEAVE**

It is recommended that the Board approve the following individuals for an Unpaid Leave:

J.S. – Effective December 15, 2017 until January 18, 2018

N.K. – Effective February 27, 2018 until March 27, 2018

T.Z. – Effective January 22, 2018 until March 26, 2018

S.B. – Effective March 5, 2018 until March 26, 2018

### **IV.LEAVE OF ABSENCE**

It is recommended that the Board approve D.D. for Family and Medical Leave effective November 28, 2017.

# FINANCE REPORT

December 12, 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 November 30, 2017 (Check No. 55500 – 55736)	\$923,330.55
B. Risk Management as of November 30, 2017 (None)	\$0.00
C. Food Service Fund as of November 30, 2017 (Check No. 9134)	\$100.00
D. Athletics as of November 30, 2017 (Check No. 2056)	\$950.00
E. Capital Reserve as of November 30, 2017 (None)	\$0.00
<b>TOTAL</b>	<b>\$924,380.55</b>

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 NOVEMBER ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,205,575	\$ 25,935,544	\$ (3,270,031)
7000	State Revenue Sources	\$ 11,884,614	\$ 3,073,086	\$ (8,811,528)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,714	\$ (696,359)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 29,159,344</b>	<b>\$ (12,777,918)</b>
				<b>(OVER)</b> <b>UNDER</b> <b>BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 16,193,174	\$ 4,593,855	\$ 11,599,319
200	Benefits Professional/Technical	\$ 10,647,423	\$ 3,200,084	\$ 7,447,339
300	Services	\$ 1,420,450	\$ 513,133	\$ 907,317
400	Property Services	\$ 1,245,450	\$ 429,043	\$ 816,407
500	Other Services	\$ 5,051,476	\$ 2,043,731	\$ 3,007,745
600	Supplies/Books	\$ 1,476,761	\$ 833,830	\$ 642,931
700	Equipment/Property	\$ 749,916	\$ 633,532	\$ 116,384
800	Other Objects	\$ 767,612	\$ 416,468	\$ 351,144
900	Other Financial Uses	\$ 4,385,000	\$ 3,560,455	\$ 824,545
<b>Total Expenditures</b>		<b>\$ 41,937,262</b>	<b>\$ 16,224,131</b>	<b>\$ 25,713,131</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -0-</b>	<b>\$ 12,935,213</b>	<b>\$ (12,935,213)</b>

**II. TRANSFER FROM GENERAL FUND TO CAPITAL PROJECTS**

Not included in Item I. is \$926,714.12 fund transfer from the General Fund to the Capital Projects Fund. This fund transfer was to cover the roofing expenses incurred during the 2017-2018 school year, and is to be taken from the ending 2016-2017 General Fund Balance of \$7,833,502.00.

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2017**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 11/01/2017	\$ 100,271.34	\$ 97,294.18
Deposits	\$ 7,838.36	\$ 376.57
Subtotal	\$ 108,109.70	\$ 97,670.75
Expenditures	\$ 7,483.06	\$ 43,813.03
Cash Balance - 11/30/2017	\$ 100,626.64	\$ 53,857.72

**IV. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2017**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,760,589
PAYROLL (pass-thru account)	\$ 53,880
FNB SWEEP ACCOUNT	\$ 848,512
ATHLETIC ACCOUNT	\$ 53,858
PLGIT	\$ 9,346,560
FNB Money Market	\$ 8,274,158
PSDLAF	\$ 156,004
INVEST PROGRAM	<u>\$ 172,776</u>
	<u><b>\$ 20,666,337</b></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 148,870
PLGIT	<u>\$ 275,624</u>
	<u><b>\$ 424,494</b></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 298,909
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 765</u>
	<u><b>\$ 299,674</b></u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u><b>\$ 272,801</b></u>
	<b>\$ 21,663,306</b>
<b>GRAND TOTAL</b>	

# **FACILITIES REPORT**

**December 12, 2017**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. DISTRICT SLOPE TRACTOR**

It is recommended that the Board approve the purchase of a Ventrac Slope Tractor from Steel City Mower at a cost of \$24,336.00.

### **II. DISTRICT TRACK RESURFACING**

It is recommended that the Board approve the resurfacing of the entire track by Nagle Athletic Surfaces at a cost of \$197,837.00.

### **III. HIGH SCHOOL TENNIS COURT RESURFACING**

It is recommended that the Board approve the resurfacing of the entire High School (upper) tennis courts by Nagle Athletic Surfaces at a cost not to exceed \$37,969.00.

### **IV. AIKEN CHILLER, PENTHOUSE AIR HANDLING UNIT (PAHU) AND INSULATION REPLACEMENT**

It is recommended that the Board approve the replacement of the Aiken chiller, PAHU and associated damaged insulation by CSE at a cost of \$198,800.00.

### **V. HIGH SCHOOL HVAC CONTROLS UPGRADE**

It is recommended that the Board approve the installation of StructureWare controls in the High School HVAC systems by CSE at a cost of \$99,938.00.

### **VI. AIKEN METHANE MONITORING CIRCUIT BOARD INSTALLATION**

It is recommended that the Board approve the installation of a new circuit board in the Aiken methane monitoring system by Sierra Monitoring Corporation at a cost of \$9,915.00.

### **VII. ADVERTISE FOR ROOFING BIDS**

The Administration recommends that the Board approve the advertisement for roofing bids for Myrtle Avenue Elementary, Keystone Oaks Middle School, and Keystone Oaks High School, effective immediately.

### **VIII. ADVERTISE FOR LIFT BIDS**

The Administration recommends that the Board approve the advertisement for bids for a replacement elevator/lift for Dormont Stadium, effective immediately.

### **IX. COMPRESSOR DISPOSAL**

The Administration recommends declaring the pneumatic compressors from the former HVAC systems at Aiken Elementary, Dormont Elementary, Myrtle Elementary, and Keystone Oaks Middle School as unusable and unnecessary.

#### For Information Only

The Administration will pursue the sale of these items.

Release of Directory Information “Opt Out”

Policy 216: Student Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Keystone Oaks School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with district procedures. ~~The fundamental principal of Policy 216: Student Records is that no information other than directory information should be released regarding a student without prior informed consent of the student and/or his/her parents/guardians.~~ Directory information can be made public without specific consent of the parents/guardians or eligible students. Directory information would not generally be considered harmful or invasion of privacy if disclosed.

Common types of directory information may include the following: Students name; Address; Telephone Listing; Email Address; Photograph; Date and place of birth; Primary field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degree, honors, and awards received; The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier not to include a social security number.

By signing below, the parents/guardians/eligible students (students who are 18 years of age or older) are acknowledging that they have reviewed Policy 216: Student Records and **do not** wish for the District to disseminate any information including directory information to any outside agency that contacts the District other than required by law **or including such directory information in any District Publications or social media accounts.**

Only one form is needed per household per year. Thus, if you have more than one student in the District, you will only complete one form and will list all students below. It is the parent/guardian’s or eligible student’s responsibility to resubmit this form on an annual basis. **Parents/Guardians or eligible student must notify the District in writing within 10 business days of the first day of school or for students enrolling after the beginning of the school year, within 10 business days of enrollment. Parents/Guardians or eligible students may opt out at any time during the year, and the District will cease releasing directory information within 10 business days.**

Signature of Parents/Guardians/Eligible Students:      Date:

\_\_\_\_\_

Please complete this section.

Childs Name                      School

Revised:

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 220

Section PUPILS

Title STUDENT EXPRESSION/  
DISTRIBUTION AND POSTING  
OF MATERIALS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

	<p style="text-align: center;"><b>POLICY NO. 220</b> <b>STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS</b></p> <p><b>Section 1</b>    <u><b>Purpose</b></u></p> <p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. <del>but</del> The Board also recognizes that the exercise of that right must be limited by the District's responsibility <del>need</del> to maintain an orderly school environment and to protect the rights of all member of the school community.</p> <p>This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the school district's educational program.</p> <p><b>Section 2</b>    <u><b>Definitions</b></u></p> <p><b>Distribution</b> – students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment</p>	<p>Title 22 Sec. 12.9</p>
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**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
**POSTING OF MATERIALS**

or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression** – verbal, written or symbolic representation or communication including the wearing of buttons, badges or armbands.

**Non-school materials** – any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the District, including but not limited to fliers, invitations, announcements, pamphlets, posters, internet bulletin boards, personal websites and the like.

**Posting** – publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.

**Section 32** **Authority**

~~The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression.~~

Students have the right to express themselves ~~in any manner~~ unless such ~~written, oral, or nonverbal~~ expression is likely to or does materially or substantially ~~directly~~ interfere with the educational process including school activities, school work, or discipline and order on school property or at school functions; threatens ~~serious~~ ~~immediate~~ harm to ~~the welfare of~~ the school or community; encourages unlawful activity; or interferes with another individual's rights.

Student expression that occurs on school property or at school-

Title 22 Sec. 12.9

SC 511

**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
**POSTING OF MATERIALS**

sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Title 22 Sec. 12.2,  
12.9

The Board shall require that distribution and posting of non-school materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

SC 510  
Title 22 Sec. 12.9

~~School authorities may restrict the use of certain bulletin boards to school announcements. Bulletin board space shall be provided for the use of students and student organizations.~~

~~The following general limitations on posting may be applied:~~

- ~~a. School officials shall prohibit material which is obscene according to current legal definitions, which is libelous, or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.~~
- ~~b. Identification on any posted notice may be required of student or student group, including the name of at least one person of the group posting such notice.~~
- ~~c. School officials may require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.~~

~~The Board may have printed material submitted to the~~

**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
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~~appropriate school official prior to distribution within the school for the purpose of determining whether distribution would result in substantial disruption of or material interference with school activities. The rules for prior submission must be specific, reasonable and not calculated to delay distribution unduly. Before distribution can be denied, the threat of disturbance shall be real and not immaterial. The Board shall have rules to protect those who distribute materials in a peaceful and lawful manner. Threats by other students should not lead the Board to prohibit lawful distribution.~~

Title 22 Sec. 12.9

~~The Board may set forth the time and place of distribution of literature, leaflets, and newspapers so that distribution does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place for distribution is one which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.~~

~~The Board may require that all printed matter and petitions distributed on school property bear the name of the sponsoring organization and the name of one individual of such organization.~~

**Section 43** **Guidelines**

**Unprotected Student Expression**

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or

**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
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welfare of students.

3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights including civil rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Title 22 Sec. 12.2

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

**Discipline for Engaging in Unprotected Expression**

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

**Distribution of Non-school Materials**

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them two (2) full business days in advance of planned distribution or

Title 22 Sec. 12.9

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**POSTING OF MATERIALS**

posting to the building principal or designee, who shall forward a copy to the Superintendent.

The building principal or designee shall notify the students prior to the planned distribution or posting whether they may post or distribute the material or whether they may not post or distribute the materials because the materials constitute a violation of Board policy.

All non-school materials shall include the name of the student who is distributing or posting the non-school material or who represents an organization or group distributing or posting the material, and the name of any such organization or group.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist from such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

The building principal or designee shall determine the appropriate time, place, and manner for distribution, consistent with avoiding disruption to the education process and normal school activities. Considering that alternate means of distribution will be provided, students shall not distribute hard copy of written material in hallways or otherwise inside of the school building except as authorized by the building principal.

**Posting of Non-school Materials**

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be limited to announcing the time, place, and purpose of meetings and events.

**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
**POSTING OF MATERIALS**

Such materials shall be officially dated, and the District may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

**Review of Student Expression**

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

~~Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of District communications facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their own expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.~~

~~The wearing of buttons, badges, or armbands bearing slogans and sayings shall be permitted as another form of expression, unless the message falls within the restrictions stated. No teacher~~

Pol. 219

~~511~~

~~PA Code Title 22  
Sec. 12.9~~

**POLICY NO. 220**  
**STUDENT EXPRESSION/DISTRIBUTION AND**  
**POSTING OF MATERIALS**

~~or administrator shall attempt to interfere with this practice on the grounds that the message may be unpopular with the students or faculty.~~

~~Students have the right to distribute leaflets, newspapers, and other printed material adjacent to school property without any restriction by school authorities.~~

Student Publications

~~Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right and shall be as free as editors of other newspapers to report the news and to editorialize.~~

~~School officials shall supervise student-run newspapers published with school equipment and shall remove obscene or libelous material, as well as edit material that would cause a substantial disruption or material interference with school activities.~~

~~The above is subject to the following:~~

- ~~1. School officials may not censor or restrict material simply because it is critical of the school or its administration.~~
- ~~2. District rules regarding prior submission for review of obscene, libelous material and material advocating illegal actions should be reasonable and not calculated to delay distribution.~~
- ~~3. Prior approval procedures shall identify to whom the material is submitted, the criteria by which the material is evaluated and a limitation of the time within which a decision shall be made. If the prescribed time for approval elapses without a decision, the literature shall be considered as authorized for distribution.~~
- ~~4. Students who are not members of the newspaper staff and other members of the school community shall have~~

**POLICY NO. 220**  
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~~access to its pages. The criteria for submission of material by nonstaff members shall be published and distributed to all students.~~

~~5. Staff members shall be held responsible for materials which are libelous or obscene, and such publications may be prohibited.~~

Unofficial Publications

~~The constitutional right of freedom of speech guarantees the freedom of students to publish, on their own, materials other than those sanctioned by the schools. The District has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the District be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.~~

School Code

**Section 5**

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

Disciplinary action may be determined by the administrators for students who distribute or post non-school materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any administrative regulations or

Pol. 218



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procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

References:

School Code – 24 P.S. Sec. 510, 511

State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9

Board Policy – 218, 219

# Policy Guide



Policy No. 223

Section PUPILS

Title USE OF BICYCLES AND MOTOR VEHICLES

Adopted AUGUST 21, 1989

Revised SEPTEMBER 16, 2004

POLICY NO. 223 USE OF BICYCLES AND MOTOR VEHICLES	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.</p>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board shall <del>will</del> permit the use of motor vehicles by secondary students during school hours in accordance with <del>the designated rules of the</del> District rules provided that such students:-</p> <ol style="list-style-type: none"> <li>1. Are licensed drivers.</li> <li>2. Obtained the required permit from the High School Office.</li> <li>3. Have parental/guardian permission when they are minors.</li> <li>4. Have been granted permission by the building principal to drive a motor vehicle on school grounds.</li> </ol> <p>The Board prohibits the use of mini-bikes, dirt bikes, quads, and any other non-licensed recreational vehicles on school property.</p> <p>Student drivers shall be subject to state and local regulations when operating a motor vehicle <del>n-automobile</del> on school grounds.</p>

**POLICY NO. 223**  
**USE OF BICYCLES AND MOTOR VEHICLES**

The Board shall permit the use of bicycles by students in accordance with district rules and the Code of Student Conduct, provided that students have been granted permission by the building principal and have obtained parental/guardian permission to ride a bicycle to school.

The Board shall not be responsible for bicycles, motor vehicles, and other licensed vehicles that are lost, stolen, or damaged on school district property.

**Section 3**

**GuidelinesRegulations**

Driving to school is a privilege and must be treated as such.

The regulations governing student parking shall be strictly enforced as follows:

1. A student may drive to school and use the student parking lot only after a permit has been issued by the high school principal.
2. Students shall park only in the student parking lot and their automobiles must display a Keystone Oaks permit sticker. Parking in an unauthorized area shall result in the loss of the parking permit and privileges and tickets for illegal parking will be issued.
3. No student vehicle shall be permitted to leave the school lot at any time during the school day unless specific permission is granted by the principal.
4. Student's driving privilege may, at the principal's discretion, be revoked for disciplinary reasons, as specified in the Student Handbook.
5. When a student's privilege of parking is revoked, a letter shall be sent to the parents/guardians informing them of the decision.
6. Students who use the student parking lot do so at their own risk. The School District shall not be responsible for any damage done to vehicles parked on school property.

**POLICY NO. 223**  
**USE OF BICYCLES AND MOTOR VEHICLES**

Students should report any damage done to their vehicles to the high school principal's office ~~and the Mt Lebanon Police Department.~~

7. Students shall park their vehicles in an orderly fashion and operate them in a safe manner at all times.

Any licensed or non-licensed vehicle parked on school district property is subject to search.

Pol. 226

~~School Code~~

~~510, 1519~~

~~PA Code Title 22~~

~~Sec. 12.3~~

**Section 4**

**Delegation of Responsibility**

The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 226

# Policy Guide



Policy No.	<u>224</u>
Section	<u>PUPILS</u>
Title	<u>CARE OF SCHOOL PROPERTY</u>
Adopted	<u>AUGUST 21, 1989</u>
Revised	<u>OCTOBER 19, 1998</u>

POLICY NO. 224 CARE OF SCHOOL PROPERTY	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board believes that the <a href="#">programs of the Keystone Oaks School District</a><del>schools</del> should help students learn to respect property and develop feelings of pride in community institutions.</p>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board charges <a href="#">each student</a> enrolled in the <del>schools of this District</del> with responsibility for the proper care of school property and of school supplies and equipment entrusted to the <a href="#">student's</a> use. <a href="#">This includes, but is not limited to, textbooks, musical instruments, computers, etc. owned by the School District and loaned to students.</a></p> <p><a href="#">Students who willfully cause damage to district</a><del>school</del> property shall be subject to disciplinary measures <a href="#">and may be expected to make restitution</a>. <a href="#">Students and others who damage or deface district</a> <del>school</del> property may be prosecuted and punished under law. <a href="#">Parent(s)/and Guardian(s) of students</a> shall be <a href="#">responsible for the loss or destruction of school property or the property of other pupils and staff when such damage or loss is the result of deliberate or mischievous action on the part of their respective children.</a> <del>held legally and financially accountable for student actions.</del> <a href="#">All supplies or equipment of any kind borrowed by a student or loaned to a student must be returned before the end of the school year, unless otherwise stated/determined by the District.</a></p> <p><del>The Board may report to the appropriate juvenile authorities any</del></p>
	<p>SC 777 Pol. 218, 233</p> <p>SC-1338</p>

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 224</b> <b>CARE OF SCHOOL PROPERTY</b></p> <p><del>student whose damage of school property has been serious or chronic in nature.</del></p> <p><b><u>Delegation of Responsibility</u></b></p> <p><del>The Superintendent shall develop procedures to implement this policy which include:</del></p> <ol style="list-style-type: none"> <li><del>1. rules for the safekeeping and accounting of textbooks, supplies and equipment;</del></li> <li><del>2. preparation of a schedule of fines for lost or damaged textbooks, supplies and equipment; and</del></li> <li><del>3. a report to the Board on the incidence of vandalism, which report shall include the frequency and kind of incident, the cost of vandalism to the District and such related facts and comments as the Superintendent may wish to emphasize.</del></li> </ol> <p>Any student whose damage of district property is serious will be subject to disciplinary measures per the Code of Conduct. Administration may also refer serious or chronic property damage to appropriate authorities. In no case shall referral to authorities be made without prior notification to the student's parent(s)/guardian(s).</p> <p>School Code – 24 P.S. Sec. 777, 1338</p> <p>Board Policy – 218, 233</p>	<p><del>SC 801</del></p> <p>SC 1338</p> <p><del>109, 777, 801, 1338</del></p>
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Policy No. 712

**KEYSTONE OAKS SCHOOL DISTRICT**

Section PROPERTY

# Policy Guide



Title PARKING ON SCHOOL DISTRICT PROPERTY

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p align="center"><b>POLICY NO. 712 PARKING ON SCHOOL DISTRICT PROPERTY</b></p> <p align="center"><b>THIS POLICY SHALL SUPERSEDE POLICY 223.1.</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes the need for staff, students and members of the community to use designated parking areas on school property to attend school and/or school functions. The Board also recognizes the responsibility of the District to provide for the safety of students, employees and visitors as pedestrians and motorists who use the roadways, parking areas and grounds located on school property.</p> <p>The District shall provide for the orderly and safe flow of traffic, pedestrian walkways, non-parking areas, and the enforcement of applicable law and regulations, and district rules and administrative regulations.</p>	<p>SC 779 75 Pa. C.S.A. 101 et seq.</p>
<p><b>Section 2</b></p>	<p><b><u>Guidelines</u></b></p> <p>Employees and students must park during school hours within the areas designated for their use, and must display parking permit tags/stickers when parked on District property.</p> <p>No one is or shall be permitted to park outside the Central Administrative offices other than administrators and other personnel authorized by the Superintendent to park in that location.</p> <p>All visitors (excluding students and staff members) who are present on District property during the school day must park only in areas designated by the building principal for visitor or</p>	

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 712 PARKING ON SCHOOL DISTRICT PROPERTY</b></p> <p>event parking.</p> <p>In addition, no person shall illegally park in an area marked "fire lane," "no parking zone", or "handicapped," or in any other place where official signs prohibit parking, or in any other space where parking is prohibited. Any person found to be parking illegally in such a space may be issued a parking ticket or a State traffic citation by the School Police Officer.</p> <p>Anyone found in violation of the above rules may be issued a parking ticket by the School Police Officer or his/her designee. Any student who violates any of the above rules may lose his/her parking permit and privileges.</p> <p>Any licensed or non-licensed vehicle parked on school district property is subject to search.</p>	<p>75 Pa. C.S.A. Sec. 3353</p> <p>Pol. 223</p>
	<p><b><u>Delegation of Responsibility</u></b></p> <p>The building principal shall issue parking permit tags to staff and students for display in their vehicles in order to park in the specified designated areas.</p> <p>The Superintendent authorizes the building principals to designate specific areas for visitor and event parking, which shall not block any entrances and shall allow for safe passage of vehicles present on District property.</p> <p>The Board authorizes and directs those school police and/or security officers who have been appointed by the District and formally instructed and trained to enforce traffic and parking regulations in accordance with Board policy and applicable law. School police officers shall possess the authority and powers vested in him/her as provided by law.</p> <p>References:</p> <p>School Code – 24. P.S. Sec. 778, 779</p> <p>PA Vehicle Code – 75 Pa. C.S.A. Sec. 101 et seq.</p> <p>Board Policy – 223</p>	<p>Pol. 223</p> <p>SC 778, 779</p>



# Policy Guide



Policy No. 807

Section OPERATIONS

Title OPENING EXERCISES/  
FLAG DISPLAY

Adopted AUGUST 21, 1989

Revised MARCH 19, 2001

	<p style="text-align: center;"><b>POLICY NO. 807</b> <b>OPENING EXERCISES/FLAG DISPLAY</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICY 220.1.</b></p> <p><b>Section 1</b>    <b><u>Purpose</u></b></p> <p><del>This Board directs that procedures be instituted to uphold the laws of the Commonwealth and the United States.</del> The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.</p> <p><del><b>Section 2</b>    <b><u>Authority</u></b></del></p> <p><del>Accordingly, each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, that student shall maintain a respectful attitude through.</del></p> <p><b>Section 2</b>    <b><u>Guidelines</u></b></p> <p>A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times as determined by the Board</p> <p>District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students, staff, and visitors shall not be compelled to participate in opening exercises and may remain silent.</p>	<p>SC 771</p> <p>Title 22 Sec. 12.10</p>
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**POLICY NO. 807**  
**OPENING EXERCISES/FLAG DISPLAY**

Students, staff, and visitors who decline to participate in opening exercises shall maintain a respectful attitude throughout the exercises and respect the right of others participating in the flag salute.

Title 22 Sec. 12.10

Opening exercises also may include a moment of silent meditation.

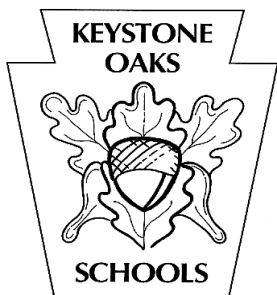
SC 1516.1

References:

School Code – 24 P.S. Sec. 771, 1516.1

State Board of Education Regulations – 22 PA Code Sec. 12.10

# Policy Guide



Policy No. 852

Section OPERATIONS

Title CREATING A POSITION

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<b>POLICY NO. 852 CREATING A POSITION</b>		
<b>Section 1</b>	<p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 301, 401, AND 501.</b></p> <p><b><u>Purpose</u></b></p> <p>Positions for administrative, professional, and support employees will be established by the Board in order to provide effective management and leadership to operate district schools and to provide quality educational programs and support services, consistent with the needs of the schools and the resources of the community.</p>	
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the District and operation of the schools.</p> <p>The initial salary for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent and supporting documentation, or by the existing collective bargaining agreements.</p>	<p>SC 1001, 1106, Title 22 Sec. 4.4</p> <p>SC 1075, 1142</p>

**POLICY NO. 852  
CREATING A POSITION**

**Section 3**

**Guidelines**

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Educational needs of the students.
2. Effective management of current and future district programs.
3. Number of students enrolled.
4. Special needs of students.
5. Operational needs of the District.
6. Financial resources of the District.

Recommendations for a new or additional administrative position shall include:

1. Job description clearly outlining the duties for which the position was created.
2. A title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

**Section 4**

**Delegation of Responsibility**

The Superintendent shall be responsible for recommending a new or additional position.

The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

42 U.S.C. Sec.  
12101 et seq.

**POLICY NO. 852  
CREATING A POSITION**

References:

PA School Code – 24 P.S. Sec. 1001, 1106, 1075, 1142

State Board of Education Regulations – 22 PA Code Sec. 4.4

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

# Policy Guide



Policy No. 863

Section OPERATIONS

Title SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 863</b> <b>SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes that electronic communication and social networking are tools that allow faculty and staff to network within professional learning communities, share valuable resources and information, and stay up-to-date with current events. Social media applications and electronic communications, when used by the District, present an opportunity to connect with students, families, the community, and faculty/staff in a positive and efficient way.</p> <p>While the District acknowledges the value of these tools; it also recognizes that there is a greater risk for impropriety, cyber-bullying, inappropriate behavior and other potential dangers.</p> <p>With a heightened concern for student privacy, safety and well-being, and to ensure that the educational environment is safe and conducive to learning, the Board has set forth this policy and its expectations for staff in using electronic communication tools and social media.</p>	
<p><b>Section 2</b></p>	<p><b><u>Authority</u></b></p> <p>This policy applies to district employees and/or anyone in a Board authorized position. These individuals are expected to abide by all guidelines as set forth in Policy No. 847 Maintaining Professional Adult/Student Boundaries when utilizing electronic communications and/or social media.</p>	<p>Pol. 847</p>

	<p style="text-align: center;"><b>POLICY NO. 863</b> <b>SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS</b></p> <p>The Board authorizes the use of social media and electronic communication for the purpose of communicating and promoting District-wide, building-level, or classroom events or activities subject to the guidelines set forth in Board Policy.</p> <p><b>Section 3</b>    <b><u>Definitions</u></b></p> <p><b>Electronic communication</b> – Any communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.</p> <p><b>Social Media</b> – Any medium hosted on the Internet on which interactions between students or between staff and students can be conducted. This includes web-based and mobile-based technologies that support interactive communication between organizations, communities, and individuals that allow the creation and exchange of user-generated content.</p> <p><b>District Associated Accounts</b> – Electronic accounts such as email and social media accounts that are for the express purpose of communicating and promoting District wide, building-level, and/or classroom events or activities. While these accounts may be administered by central office administration, they do not have to be. All District associated accounts and the content of those accounts are the property of the District.</p>	<p>Pol. 847</p>
<p><b>Section 3</b></p>	<p><b><u>Guidelines</u></b></p> <p>The District respects employees’ personal rights and decisions to participate in the use of social media networks for personal use on personal time. However, employees must avoid posting any information or engaging in communication that violates Pa. School Code, state laws, or federal laws, or District policies.</p> <p>The line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with District students, families or fellow employees through District approved social media context, they are advised to maintain their professionalism as District</p>	<p>Pol. 847</p>

**POLICY NO. 863**  
**SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS**

employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

*Establishing District Associated Accounts*

Employees who wish to host district associated accounts for the express purpose of communicating and promoting District-wide, building-level, and/or classroom events or activities shall notify the Superintendent or his/her designee. The account owner must indicate in the account profile that this is a District associated account and not a personal account. District associated accounts shall include the name of the District (Keystone Oaks or an abbreviation thereof) and/or the building name in the title. Accounts created before the adoption date of this policy are not required to include the name of the District (Keystone Oaks or an abbreviation thereof) and/or the building name in the title, but are highly encouraged.

District-Associated Accounts shall be established to supplement, not replace, official District communication that is handled by the Communications Department and the Superintendent's Office. Announcements regarding awards or designations, test scores, conference presentations, student and employee achievements, district initiatives or programs, emergency situations, and other items as determined by the Superintendent or his designee, should first be released by the Communications Department before they are released by an employee, unless prior permission is granted.

*Prohibited Conduct*

The following conduct is prohibited and will lead to disciplinary action, up to and including termination of employment:

1. Fraternization with students using any social media or electronic communication. This would include, but not be limited to private/direct messages to a student or a group of students that would not be visible to the public or to a school administrator.
2. Electronic communication to students or staff members of a sexual or explicit nature.

Pol. 815



**POLICY NO. 863**  
**SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS**

3. Electronic communication to a student or students of content condoning or advocating the use of alcohol, drugs, and/or other illicit or illegal activities between students and staff.
4. Communication of private information regarding students or staff over social media platforms even if it is via a direct message. This information may only be communicated electronically via District email.
5. Providing one's personal email address or personal social media to students.

All District electronic correspondence must go through District email, District approved email, and social media unless authorized by the superintendent or designee.

6. Contacting students via their personal cell phones or personal email addresses without written parental/guardian consent and authorization by the Superintendent or designee.
7. Electronic communication which violates content restrictions under guidelines in Policy 920 – Commercial Advertising on School Property/Website.
8. Sharing pictures or names of students on personal social media accounts without the consent of the parent/guardian for any child under 17 years of age and without the consent of a child 17 years of age or older.
9. Accepting payment of any type in return for posting/endorsing content on social media platforms without prior approval by the Superintendent or his/her designee.
10. Any implicit action such as sharing a post/link, hashtags, liking/following another user/page etc. that would violate any of the above guidelines. Employees should be aware that liking, sharing, posting, tweeting and re-tweeting content on District-Associated Social Media Accounts may be viewed as an endorsement of or advertisement

	<p style="text-align: center;"><b>POLICY NO. 863</b> <b>SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS</b></p> <p>for a product, opinion, company, individual, etc. Employees who share content from third-party sites or sources should use caution that the post does not violate any of the guidelines in Policy 920: Commercial Advertising on School Property/Website.</p> <p><u><i>Social Media Use During the School Day</i></u></p> <p>Social media activities by District employees using District Associated Accounts, for the purpose of communicating District-wide, building-level, or classroom events or activities, are encouraged to take place in a classroom or school office setting so long as such activities do not detract from the employee's' effectiveness or other job duties. This includes posting to blogs, forums, social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr and YouTube) and any other web-based communications on publicly available sites.</p> <p>When participating in social media activities, even off-duty and off-premises, such activities must not violate any Board policies or otherwise interfere with the employee's or co-workers' job performance. The Board expects all employees to exercise professionalism and good judgment in any social media activity, as outlined in this policy and the Social Media Guidelines &amp; Procedures. Furthermore, any social media activity must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations.</p> <p><u><i>Social Media Use on Personal Devices</i></u></p> <p>Employees may possess and use their personal electronic devices at school and during school related activities, subject to Policy No. 815: Employee Use of Personal Electronic Devices. Employees may access District associated social media accounts during the school day for the purpose of sharing District wide, building level, and classroom information and activities.</p> <p>Employees may take photographs and record audio or video during the school day solely for the purpose of sharing photos, audio and video on District associated social media accounts.</p>	<p>Pol. 815, 862</p> <p>Pol. 815</p>
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	<p style="text-align: center;"><b>POLICY NO. 863</b> <b>SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS</b></p> <p>The use of such photographs, audio and/or video must be in compliance with state and federal laws. No student’s information should be used without prior consent of the parents.</p> <p><u><i>Protection of Sensitive Data and Information</i></u></p> <p>All employees of the District have obligations under federal law to protect students’ personally identifiable information and certain personal employee information from any unauthorized disclosure or release. Employees must comply with all applicable laws and shall exercise caution, and utilize appropriate security measures, such as password protection on their electronic device, to prevent any unauthorized access to sensitive data. In no case shall employees store sensitive data locally on the hard drive or internal memory of the employee’s personal electronic device.</p> <p>Photographs, student names, name of school attended and grade level information are considered Directory information which can be made public without specific consent of the parents/guardians or eligible students. Directory information would not generally be considered harmful or invasion of privacy if disclosed.</p> <p>If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. It is the parent/guardian’s or eligible student’s responsibility to resubmit this form on an annual basis.</p> <p>The opt-out form, 216-AR-1 Release of Directory Information “Opt Out”, can be found attached to Policy 216 Student Records. It is available on the district website and in district publications.</p> <p>Employees are responsible for maintaining a current list of students whose photos are not permitted to appear on social media, websites or in District publications.</p>	<p>20 U.S.C. Sec. 1232(g) 34 CFR Part 99 65 P.S. 67.101</p> <p>34 CFR Part 99 Pol. 216</p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 863</b> <b>SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS</b></p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall develop procedures to implement this policy, and shall delegate to his/her designee(s) the right to enforce this policy.</p> <p>The Superintendent shall ensure that all employees are made aware of this policy and any administrative guidelines by means of the employee handbook, the District website, or other reasonable means of written notification.</p> <p>References:</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.701</p> <p>Board Policy – 216, 815, 862</p>	

# Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT/GUARDIANAL INVOLVEMENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Revised \_\_\_\_\_

Reviewed NOVEMBER 22, 2016; NOVEMBER 17, 2015

<p><b>Section 1</b></p> <p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT/GUARDIAN AND FAMILY ENGAGEMENT PARENTAL INVOLVEMENT</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes that parent/guardian<del>al</del> and family engagement<del>involvement</del> contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.</p> <p><b><u>Authority</u></b></p> <p>In compliance with federal law, the District and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written Parent/Guardian<del>al</del> and Family Engagement<del>involvement</del> policy. When developing and implementing this policy, the District shall ensure the policy describes how the District will:</p> <ol style="list-style-type: none"> <li>1. Engage<del>Involve</del> parents/guardians in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary.</li> <li>2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental engagement<del>involvement</del> activities to improve student</li> </ol>	<p><del>20 U.S.C. Sec. 6318</del> ESEA Sec. 1118</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b></p> <p style="text-align: center;"><b>TITLE I PARENT/GUARDIAN AND FAMILY ENGAGEMENT</b><del>PARENTAL INVOLVEMENT</del></p> <p>academic achievement and school performance.</p> <ol style="list-style-type: none"> <li>3. Develop activities that promote the schools' and parents'/guardians' capacity for strong parental involvement.</li> <li>4. Coordinate and integrate parental engagement<del>involvement</del> strategies with appropriate federal, state, and local -programs, as provided by law.</li> <li>5. Engage<del>Involve</del> parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.</li> <li>6. Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>7. Use findings of annual evaluations to design strategies for more effective parental/guardian engagement<del>involvement</del>.</li> <li>8. Engage<del>Involve</del> parents/guardians in the activities of schools served under Title I including engaging with school personnel and teachers.</li> <li>9. Engage parents/guardians in the training of teachers, pupil services personnel and principals.</li> </ol> <p>The Board shall adopt and distribute the parental/guardian and family engagement<del>involvement</del> policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parental/guardian engagement<del>involvement</del>.</p> <p><b>Section 3</b>      <b><u>Guidelines</u></b></p> <p>An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program, jointly develop a parental and family</p>	<p>ESEA Sec. 1118 20 U.S.C. Sec. 6318</p> <p>ESEA Sec. 1118 20 U.S.C. Sec. 6318</p>
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**POLICY NO. 919**  
**TITLE I PARENT/GUARDIAN AND FAMILY**  
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engagement policy, and review Title I parent complaint procedures. Parents/Guardians shall be given the opportunity to participate in the design, development, operation and evaluation of the ~~program~~ parent/guardian engagement program; including making spending decisions regarding the 1% of Title I Part A funds reserved for parent/guardian engagement. Parent/Guardians are encouraged to work with Title I teachers in their child's school to assist in the plans. Parents/Guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Parent Advisory Council, survey, and Parent-Faculty organization meetings.

In addition to the required annual meeting, additional parent/guardian meetings and training opportunities shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:

1. Information about ~~programs provided under~~ Title I programs and district and school level parent/guardian engagement activities.
2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. Opportunities ~~to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children~~ for training and information in areas related to literacy development, how parent/guardians can assist at home in the education of their child, how to use technology to support learning, and parenting skills. Parents/guardians are invited to participate in the training of teachers, pupil services personnel and the principals in areas related to:
  - a. The value and utility of parent contributions.
  - b. How to reach out to and communicate with parents.

ESEA Sec. 1118  
~~20 U.S.C. Sec 6318~~

**POLICY NO. 919**  
**TITLE I PARENT/GUARDIAN AND FAMILY**  
**ENGAGEMENT ~~PARENTAL INVOLVEMENT~~**

- c. How to work with parents as equal partners.
- d. How to implement and coordinate parent programs.

~~3.4. Opportunities to submit parent/guardian comments about the program to the district level.~~ Information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members.

If sufficient, Title I ~~funding~~ may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs.

Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress and formulate suggestions, and participate as appropriate, in decisions relating to the education of their children. During the annual Title I program evaluation, parents/guardians of Title I student assess the effectiveness of the program and offer recommendations to enhance program effectiveness.

Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.

Review of the Title I Parent Engagement Policy

Title I parents/guardians representing all of Keystone Oaks School District's schools meet annually to develop and agree upon a written District Title I Parent/Guardian Engagement and Family Policy and participate in an annual Title I evaluation. During the annual evaluation, parent/guardian feedback is gathered using surveys. Results from this evaluation are used to make modifications, revisions, or enhancements to Title I parent/guardian engagement opportunities, policy, and programs.



**POLICY NO. 919**  
**TITLE I PARENT/GUARDIAN AND FAMILY**  
**ENGAGEMENT ~~PARENTAL INVOLVEMENT~~**

School-Parental Compact

Each school in the District receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parental Compact and Title I School Parent/Guardian and Family Engagement Policy outlining the manner in which parents/guardians, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.
2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.

~~3.~~  
**Delegation of Responsibility**

The Superintendent or designee shall ensure that the District's Title I ~~P~~parent/Guardian and Family ~~al~~ Engagement ~~involvement~~ ~~P~~policy, plan and programs comply with the requirements of federal law.

The ~~Federal Programs Coordinator~~ ~~building principal~~ and/or Title I staff shall provide to parents/guardians of students participating in Title I programs:

1. Explanation of the reasons supporting their child's selection for the program.

Pol. 102

Section 4

**POLICY NO. 919**  
**TITLE I PARENT/GUARDIAN AND FAMILY**  
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2. Set of objectives to be addressed.
3. Description of the services to be provided.

The Superintendent or designee shall ensure that information and reports provided to parents/guardians are in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

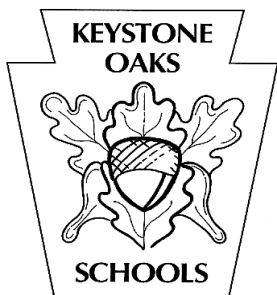
[Elementary and Secondary Education Act – ESEA Sec. 1118](#)  
~~[No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6318](#)~~

Board Policy – 102, 140

[ESEA Sec. 1118~~20~~](#)  
~~[U.S.C. Sec. 6318](#)~~  
Pol. 140

KEYSTONE OAKS SCHOOL DISTRICT

# Policy



# Guide

Policy No. 919.1

Section COMMUNITY

Title TITLE I DORMONT  
ELEMENTARY SCHOOL  
~~PARENTAL INVOLVEMENT~~  
PARENT/GUARDIAN AND  
FAMILY ENGAGEMENT

Adopted NOVEMBER 17, 2015

Revised \_\_\_\_\_

Reviewed NOVEMBER 22, 2016

	<b>POLICY NO. 919.1</b> <b>TITLE I DORMONT ELEMENTARY SCHOOL</b> <b><del>PARENTAL INVOLVEMENT</del>PARENT/GUARDIAN AND</b> <b>FAMILY ENGAGEMENT</b>	
<b>Section 1</b>	<b><u>Purpose</u></b>  Dormont Elementary is committed to providing a quality education for every student in the school. When schools and parents/guardians <b>and families</b> form strong partnerships, all children’s potential for academic success improves significantly.	
<b>Section 2</b>	<b><u>Authority</u></b>  Each school receiving Title I funding shall jointly develop with, and distribute to, parents/guardians of participating children a written <b>Pparental/Guardian and Family engagementinvolvement</b> <b>Ppolicy</b> , agreed on by such parents/guardians, that shall describe the means for carrying out the requirements established in the <b>Every Student SucceedsNo Child Left Behind</b> Act. Parents/Guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. Such policy shall be made available to the local community and updated <b>annuallyperiodically</b> to meet the changing needs of parents/guardians and the school.	<b><del>20 U.S.C. 6318</del></b> <b>ESEA Sec. 1118</b>

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL</b>  <b>PARENTAL INVOLVEMENT PARENT/GUARDIAN AND</b>  <b>FAMILY ENGAGEMENT</b></p> <p><b><u>Guidelines</u></b></p> <p>Dormont Elementary will involve parents/guardians in the development of the school plan and in the process of school review and improvement in the following ways through participation on the Parent/Guardian Advisory Council and other forms:</p> <ol style="list-style-type: none"> <li>1. Title I parents/guardians will participate in the development of the Title I Plan and will be part of the school review and school improvement (if applicable) procedures.</li> <li>2. Title I parents/guardians will serve on the Parent/Guardian Advisory Council <del>planning committees</del> for the Title I Plan and the school Improvement Plan (if applicable).</li> <li>3. Title I parents/guardians will plan, review, and update the School's and District's Title I <del>parental/guardian and family engagement involvement</del> policies.</li> <li>4. Title I parents/guardians will jointly develop a school-parent/guardian compact that outlines how parents/guardians, the entire school staff, and students will share in the responsibility for improved student achievement.</li> <li>5. A yearly meeting will be held to provide Title I parents/guardians the opportunity for input into the planning, implementation, and evaluation of the Title I program.</li> </ol> <p>Dormont Elementary will hold an annual meeting with Title I parents/guardians in September to inform parents/guardians of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The following items will be discussed: Title I budget, <del>parental/guardian and family engagement involvement</del> policies, overview of Title I (expectations and requirements), standards-</p>	<p>ESEA Sec. 1118(d)</p> <p>ESEA Sec. 1118(c)(4)</p>
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**POLICY NO. 919.1**  
**TITLE I DORMONT ELEMENTARY SCHOOL**  
**PARENTAL INVOLVEMENT PARENT/GUARDIAN AND**  
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based instruction and assessment, overview of the school’s curriculum, proficiency levels, multiple criteria for entrance into the program, monitoring student progress, how to work with teachers, parent/guardian resource center, school-home compact, and activities for home. Parents/Guardians will be invited by letter **in their native/preferred language and additional contact as necessary and, if new to the program, receive a phone call.**

Dormont Elementary will provide technical assistance and support to its Title I program in planning and implementing effective parental/guardian **and family engagement involvement** activities. The school will:

1. Assist the Title I program in identifying clear and measurable goals for parental/guardian **engagement involvement.**
2. Actively support staff and promote efforts that increase the level of parental/guardian **engagement involvement.**
3. Provide parents/guardians and staff information, materials, and training on required and effective parental/guardian **and family engagement involvement** policies and practices. Provide to Title I program best practices, ideas, materials, new approaches, research, and other program information in order to improve their parental/guardian involvement programs.
4. Research and model effective parental/guardian **engagement involvement** activities and practices.
5. Provide resource materials for parent/guardian meetings, workshops, and take home learning activities. Parent/Guardian meetings, including parent/guardian conferences, will be held at different times during the day. The school will provide, if requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, and respond to any suggestions as soon as practically possible.

ESEA Sec.  
1118(e)(4)

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**TITLE I DORMONT ELEMENTARY SCHOOL**  
**~~PARENTAL INVOLVEMENT~~ PARENT/GUARDIAN AND**  
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6. Provide parents/guardians of participating children with timely information about the Title I program. Parents/Guardians will be invited to parent-teacher conferences and receive a Title I report card twice a year. Information can also be obtained through the Title I page of our website and from our Parent Resource Center, located in the Title I room at Dormont Elementary.
7. Assist Title I program with training and ideas on reaching hard-to-reach parents/guardians and parental/guardian involvement activities.
8. Collaborate with the PFO, Parent Advisory Council, community agencies, and businesses to provide activities that build capacity for parents/guardians to assist learning and participate in school processes, such as parent/guardian workshops or family unity activities.

ESEA Sec.  
1111(h)(6)(B)(i)

Dormont Elementary will build the school's and parents'/guardians' capacity for parent~~a~~/guardian involvement by offering programs to strengthen the school/family partnership by providing materials and training for school staff and parents/guardians. A school-parent/guardian compact will be jointly developed and reviewed annually. The compact outlines how parents/guardians, the entire school staff, and students will share in the responsibility for improved student achievement. The school will:

1. Educate school staff and parent/guardians in the value of contributions of parents/guardians and how to reach out to, communicate, with, and work with the parents/guardians as equal partners to implement and coordinate parent/guardian programs and to build ties between parents/guardians and the school **through faculty meetings and professional development.**
2. Provide staff development for teachers, families, administrators, staff and others on how to increase the level of quality of family **engagementinvolvement through PFO meetings and faculty meetings.**

**POLICY NO. 919.1**  
**TITLE I DORMONT ELEMENTARY SCHOOL**  
**~~PARENTAL INVOLVEMENT~~ PARENT/GUARDIAN AND**  
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3. Provide training through meetings, resources, and conferences to parents/guardians in understanding topics such as the importance of challenging academic standards and how they can help their children meet them, monitoring their children’s progress, and literacy skills that help parents/guardians work with their children. Training will include resources on the school district website, activities to do at home, and the parent/guardian resource center.
4. Provide Information and, if needed, assistance to program and parents/guardians in understanding state academic content and performance standards, state and local assessments, requirements for Title I, and how the parents/guardians can assist in their child’s education.
5. Provide ~~the school~~ **Title I schools**, to the extent feasible and appropriate, with information on how to work with business partners and/or community organization to learn about Title I to encourage school/family/community partnerships.
6. Provide information ~~to the school~~ **to Title I schools** and parents/guardians on the district website under Parent Resource Center.
7. Ensure Title I parents/guardians with limited English proficiency, literacy difficulties, or other disabilities are given the same opportunities as other parents/guardians but these opportunities may be structured, adapted, or modified so that these parents/guardians may receive the same benefits and services as the other Title I parents/guardians.
8. Coordinate Title I parent/guardian ~~engagement~~ **involvement** activities with other parental/guardian ~~engagement~~ **involvement** activities **through collaboration with the PFO.**
9. Coordinate Title I parent~~al~~/guardian

**POLICY NO. 919.1**  
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**FAMILY ENGAGEMENT**

~~engagement~~involvement activities, to the extent feasible and appropriate, with other programs by providing mutual parent/guardian ~~engagement~~involvement training and information through collaboration with the PFO.

10. Collaborate with community agencies to inform schools and parents/guardians of literacy training and parent/guardian education. Dormont Elementary will conduct with parents/guardians an annual evaluation of the content and effectiveness of the ~~Pparental/Guardian and Family Engagement~~involvement Ppolicy to assess how much parental/guardian ~~engagement~~involvement has increased and the barriers to parent/guardian participation that needs to be addressed. The findings will be used to design strategies for school improvement and to revise parental/guardian ~~engagement~~involvement policies.

11. Conduct an annual survey and follow-up meeting in the spring for Title I parents/guardians to evaluate the content and effectiveness of the Title I ~~parental/guardian engagement~~involvement plans, procedures, and policies and use the evaluation to identify successful parental/guardian ~~engagement~~involvement- strategies, barriers to parent/guardian participations, and make recommendations for improving parental/guardian ~~engagement~~involvement. Barriers to participation of parents/guardians who are economically disadvantaged, disabled, have limited English proficiency, are limited in literacy skills, or are part of an ethnic minority background, will be identified to ensure greater parent/guardian participation in school activities. If necessary, after review of the findings of the evaluation, procedures will be revised.

Dormont Elementary will budget at least one (1) percent of its allocation for parent/guardian ~~engagement~~involvement materials and activities. At least ninety-five (95) percent of the one (1) percent of the allocation for parent/guardian ~~engagement~~involvement at the District level will be used for

ESEA Sec.  
1118(a)(3)(C)



**POLICY NO. 919.1**  
**TITLE I DORMONT ELEMENTARY SCHOOL**  
**~~PARENTAL INVOLVEMENT~~ PARENT/GUARDIAN AND**  
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school-based parent/guardian **engagement** activities.

Parents/Guardians will have input into the funding for parent~~al~~/guardian **engagement**~~involvement~~ through the District and school planning process. Title I funds may be used to pay for reasonable and necessary expenses associated with parent~~al~~/guardian **engagement**~~involvement~~ activities, including transportation, childcare, or home visit expenses to enable parents/guardians to participate in school-related meetings and training sessions.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

~~No Child Left Behind Act – 20 U.S.C. Sec. 6318~~

Elementary and Secondary Education Act – ESEA Sec. **1111**,  
1118

Board Policy – 102

KEYSTONE OAKS SCHOOL DISTRICT

# Policy



# Guide

Policy No. 919.2

Section COMMUNITY

Title TITLE I MYRTLE AVENUE  
ELEMENTARY SCHOOL  
~~PARENTAL INVOLVEMENT~~  
PARENT/GUARDIAN AND  
FAMILY ENGAGEMENT

Adopted NOVEMBER 17, 2015

Revised \_\_\_\_\_

Reviewed NOVEMBER 22, 2016

	<b>POLICY NO. 919.2</b> <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b> <b><del>PARENTAL INVOLVEMENT</del>PARENT/GUARDIAN AND</b> <b>FAMILY ENGAGEMENT</b>	
<b>Section 1</b>	<b><u>Purpose</u></b>  Myrtle Avenue Elementary is committed to providing a quality education for every student in the school. When schools and parents/guardians <b>and families</b> form strong partnerships, all children’s potential for academic success improves significantly.	
<b>Section 2</b>	<b><u>Authority</u></b>  Each school receiving Title I funding shall jointly develop with, and distribute to, parents/guardians of participating children a written <del>P</del> arental/Guardian and Family engagement <del>involvement</del> <del>P</del> olicy, agreed on by such parents/guardians, that shall describe the means for carrying out the requirements established in the <b>Every Student Succeeds</b> <del>No Child Left Behind</del> Act. Parents/Guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. Such policy shall be made available to the local community and updated <b>annually</b> <del>periodically</del> to meet the changing needs of parents/guardians and the school.	<b><del>20 U.S.C. 6318</del></b> <b>ESEA Sec. 1118</b>

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 919.2</b>  <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b>  <del>PARENTAL INVOLVEMENT</del> <b>PARENT/GUARDIAN AND</b>  <b>FAMILY ENGAGEMENT</b></p> <p><b><u>Guidelines</u></b></p> <p>Myrtle Avenue Elementary will involve parents/guardians in the development of the school plan and in the process of school review and improvement in the following ways through participation on the Parent/<b>Guardian</b> Advisory Council <b>and other forms</b>:</p> <ol style="list-style-type: none"> <li>1. Title I parents/guardians will participate in the development of the Title I Plan and will be part of the school review and school improvement (if applicable) procedures.</li> <li>2. Title I parents/guardians will serve on the <b>Parent/Guardian Advisory Council</b> <del>planning committees</del> for the Title I Plan and the school Improvement Plan (if applicable).</li> <li>3. Title I parents/guardians will plan, review, and update the School's and District's Title I <del>parental/guardian and family engagement</del> <b>involvement</b> policies.</li> <li>4. Title I parents/guardians will jointly develop a school-parent/guardian compact that outlines how parents/guardians, the entire school staff, and students will share in the responsibility for improved student achievement.</li> <li>5. A yearly meeting will be held to provide Title I parents/guardians the opportunity for input into the planning, implementation, and evaluation of the Title I program.</li> </ol> <p>Myrtle Avenue Elementary will hold an annual meeting with Title I parents/guardians in September to inform parents/guardians of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The following items will be discussed: Title I budget, <del>parental/guardian and family engagement</del> <b>involvement</b> policies, overview of Title I (expectations and</p>	<p>ESEA Sec. 1118(d)</p> <p>ESEA Sec. 1118(c)(4)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.2</b>  <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b>  <b><del>PARENTAL INVOLVEMENT</del> PARENT/GUARDIAN AND</b>  <b>FAMILY ENGAGEMENT</b></p> <p>requirements), standards-based instruction and assessment, overview of the school’s curriculum, proficiency levels, multiple criteria for entrance into the program, monitoring student progress, how to work with teachers, parent/guardian resource center, school-home compact, and activities for home. Parents/Guardians will be invited by letter <b>in their native/preferred language and additional contact as necessary and, if new to the program, receive a phone call.</b></p> <p>Myrtle Avenue Elementary will provide technical assistance and support to its Title I program in planning and implementing effective <del>parental/guardian</del> <b>and family engagement</b> <del>involvement</del> activities. The school will:</p> <ol style="list-style-type: none"> <li>1. Assist the Title I program in identifying clear and measurable goals for <del>parental/guardian</del> <b>engagement</b> <del>involvement</del>.</li> <li>2. Actively support staff and promote efforts that increase the level of <del>parental/guardian</del> <b>engagement</b> <del>involvement</del>.</li> <li>3. Provide parents/guardians and staff information, materials, and training on required and effective <del>parental/guardian</del> <b>and family engagement</b> <del>involvement</del> policies and practices. Provide to Title I program best practices, ideas, materials, new approaches, research, and other program information in order to improve their parental/guardian involvement programs.</li> <li>4. Research and model effective <del>parental/guardian</del> <b>engagement</b> <del>involvement</del> activities and practices.</li> <li>5. Provide resource materials for parent/guardian meetings, workshops, and take home learning activities. Parent/Guardian meetings, including parent/guardian conferences, will be held at different times during the day. The school will provide, if requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, and respond to any suggestions as soon as practically</li> </ol>	<p>ESEA Sec. 1118(e)(4)</p>
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through PFO meetings and faculty meetings.

3. Provide training through meetings, resources, and conferences to parents/guardians in understanding topics such as the importance of challenging academic standards and how they can help their children meet them, monitoring their children's progress, and literacy skills that help parents/guardians work with their children. Training will include resources on the school district website, activities to do at home, and the parent/guardian resource center.
4. Provide Information and, if needed, assistance to program and parents/guardians in understanding state academic content and performance standards, state and local assessments, requirements for Title I, and how the parents/guardians can assist in their child's education.
5. Provide ~~the school~~ ~~Title I schools~~, to the extent feasible and appropriate, with information on how to work with business partners and/or community organization to learn about Title I to encourage school/family/community partnerships.
6. Provide information ~~to the school~~ ~~to Title I schools~~ and parents/guardians on the district website under Parent Resource Center.
7. Ensure Title I parents/guardians with limited English proficiency, literacy difficulties, or other disabilities are given the same opportunities as other parents/guardians but these opportunities may be structured, adapted, or modified so that these parents/guardians may receive the same benefits and services as the other Title I parents/guardians.
8. Coordinate Title I parent/guardian ~~engagement~~ ~~involvement~~ activities with other parental/guardian ~~engagement~~ ~~involvement~~ activities ~~though collaboration with the PFO~~.

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9. Coordinate Title I parental/guardian engagement~~involvement~~ activities, to the extent feasible and appropriate, with other programs by providing mutual parent/guardian engagement~~involvement~~ training and information through collaboration with the PFO.
  
10. Collaborate with community agencies to inform schools and parents/guardians of literacy training and parent/guardian education. Myrtle Avenue Elementary will conduct with parents/guardians an annual evaluation of the content and effectiveness of the Pparental/Guardian and Family Engagement~~involvement~~ Ppolicy to assess how much parental/guardian engagement~~involvement~~ has increased and the barriers to parent/guardian participation that needs to be addressed. The findings will be used to design strategies for school improvement and to revise parental/guardian engagement~~involvement~~ policies.
  
11. Conduct an annual survey and follow-up meeting in the spring for Title I parents/guardians to evaluate the content and effectiveness of the Title I parental/guardian engagement~~involvement~~ plans, procedures, and policies and use the evaluation to identify successful parental/guardian engagement~~involvement~~ strategies, barriers to parent/guardian participations, and make recommendations for improving parental/guardian engagement~~involvement~~. Barriers to participation of parents/guardians who are economically disadvantaged, disabled, have limited English proficiency, are limited in literacy skills, or are part of an ethnic minority background, will be identified to ensure greater parent/guardian participation in school activities. If necessary, after review of the findings of the evaluation, procedures will be revised.

Myrtle Avenue Elementary will budget at least one (1) percent of its allocation for parent/guardian engagement~~involvement~~ materials and activities. At least ninety-five (95) percent of the one (1) percent of the allocation for parent/guardian

ESEA Sec.  
1118(a)(3)(C)

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~~engagement~~ involvement at the District level will be used for school-based parent/guardian engagement activities.

Parents/Guardians will have input into the funding for parent/guardian ~~engagement~~ involvement through the District and school planning process. Title I funds may be used to pay for reasonable and necessary expenses associated with parent/guardian ~~engagement~~ involvement activities, including transportation, childcare, or home visit expenses to enable parents/guardians to participate in school-related meetings and training sessions.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

~~No Child Left Behind Act – 20 U.S.C. Sec. 6318~~

Elementary and Secondary Education Act – ESEA Sec. 1111, 1118

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