

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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**THURSDAY, FEBRUARY 26, 2015**  
**7:00 PM**

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

**February 26, 2015 – Business/Legislative Meeting**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **John Pisula – KOSD 50<sup>th</sup> Anniversary – Fund Raising Events**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

**March 17, 2015 – Work Session**

**7:00 PM Meeting**

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

# **BOARD PRESIDENT'S REPORT**

**February 26, 2015**

**Ms. Patricia Ann Shaw**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of January 20, 2015 and the Business/Legislative Minutes of January 29, 2015.

## **FOR INFORMATION ONLY**

- |   |   |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i><br><i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report                                   | <i>Mr. Daniel Domalik</i>                                     |
| III. Golden Wings Foundation, Inc. Report           | <i>Mr. Donald Howard</i>                                      |
| IV. PSBA/Legislative Report                         | <i>Ms. Raeann Lindsey</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**

**February 26, 2015**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING OF POLICY NO. 623: FRAUD AND ABUSE**

It is recommended that the Board approve the SECOND READING of Policy No. 623: *Fraud and Abuse*.

### **II. FIRST READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS**

It is recommended that the Board approve the FIRST READING of Policy No. 203: *Communicable Diseases and Immunizations*.

### **III. FIRST READING OF POLICY NO. 203.1: HIV INFECTION**

It is recommended that the Board approve the FIRST READING of Policy No. 203.1: *HIV Infection*.

### **IV. FIRST READING OF POLICY NO. 206: ASSIGNMENT WITHIN DISTRICT**

It is recommended that the Board approve the FIRST READING of Policy No. 206: *Assignment Within District*.

### **V. FIRST READING OF POLICY NO. 211: STUDENT ACCIDENT INSURANCE**

It is recommended that the Board approve the FIRST READING of Policy No. 211: *Student Accident Insurance*.

### **VI. FIRST READING OF POLICY NO. 214: CLASS RANK**

It is recommended that the Board approve the FIRST READING of Policy No. 214: *Class Rank*.

**VII. FIRST READING OF POLICY NO. 217: GRADUATION REQUIREMENTS**

It is recommended that the Board approve the FIRST READING of Policy No. 217:  
*Graduation Requirements.*

**VIII. PROFESSIONAL DEVELOPMENT**

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

<b>Michelle McSwigan</b>	AP Physics Summer Institute South Fayette High School McDonald, PA June 22-25, 2015	\$2,712.67     (General Funds)
--------------------------	--	---

**IX. ADOPTION OF THE 2015/2016 SCHOOL CALENDAR**

It is recommended that the Board adopt the 2015/2016 school year calendar as presented by the Superintendent. (Pages 6-7)

**KEYSTONE OAKS SCHOOL DISTRICT  
2015 – 2016 SCHOOL CALENDAR**

August 2015				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	(13)	(14)
(17)	(18)	(19)	⊙(20)	⊙(21)
■24	25	26	27	28
31				

September 2015				
Mo	Tu	We	Th	Fr
	1	2	3	4
□7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2015				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
□12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2015				
Mo	Tu	We	Th	Fr
2	⊙3	4	5	6
9	10	□11	12	13
16	17	18	19	20
23	24	25	□26	□27
□30				

December 2015				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	□24	□25
□28	□29	□30	□31	

January 2016				
Mo	Tu	We	Th	Fr
				□1
4	5	6	7	8
11	12	13	14	15
⊙18	19	20	21	22
⊙25	26	27	28	29

February 2016				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
□15	16	17	18	19
22	23	24	25	26
29				

March 2016				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	⊙23	□24	□25
□28	□29	30	31	

April 2016				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	□26	27	28	29

May 2016				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	□27
□30	31			

June 2016				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	■9	⊙10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July 2016				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

( ) One (1) pre-year work day must be completed during this window.

■ First & Last Student Day

○ Inservice

□ Holiday Dates – No School

— *Kennywood Picnic – No Assigned Date*

**Make-Up Days:**

1. Monday, February 15, 2016
2. Monday, March 28, 2016
3. Tuesday, March 29, 2016
4. Tuesday, April 26, 2016
5. Friday, May 27, 2016

### **STUDENT / TEACHER DAYS**

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 19, 20, 21	Preparation / Inservice / Clerical	August	6	9
August 24	First Day for Students			
September 7	Labor Day (No School)	September	21	21
October 12	Columbus Day (No School)	October	21	21
November 3	Inservice Professional Development / Clerical			
November 11	Veteran's Day (No School)			
November 26, 27, 30	Thanksgiving Vacation (No School)	November	16	17
December 24 – 31	Winter Recess (No School)	December	17	17
January 1	Winter Recess (No School)			
January 18	Martin Luther King Day (Inservice)			
January 25	Clerical	January	18	20
February 15	Presidents' Day (No School)	February	20	20
March 23	Inservice / Clerical	March	18	19
March 24, 25, 28, 29	Spring Break (No School)			
April 26	No School	April	20	20
May 27	No School	May	20	20
May 30	Memorial Day (No School)			
June 9	Last Day for Students	June	7	8
June 10	Last Day for Teachers / Clerical			
			<hr style="width: 50%; margin: 0 auto;"/> 184	<hr style="width: 50%; margin: 0 auto;"/> 192

### **STAFF DAYS**

August 19.....Final Day for Room Preparation  
 August 20-21.....Professional Development  
 November 3 .....Professional Development / Clerical  
 January 18.....Clerical  
 January 25.....Professional Development  
 March 23.....Professional Development /Clerical  
 June 10.....Clerical

### **PARAPROFESSIONAL DAYS**

August 20 .....School Start-Up Activities / Chapter 14 Training  
 August 21.....Chapter 14 Training / Preparation Duties  
 January 18 .....All Day Chapter 14 Training

### **VACATION DAYS**

September 7.....Labor Day  
 October 12 .....Columbus Day  
 November 11.....Veterans' Day  
 November 26, 27, 30.....Thanksgiving Vacation  
 December 24 – January 1.....Winter Recess  
 February 15.....Presidents' Day  
 March 24, 25, 28, 29.....Spring Break  
 April 26.....No School  
 May 27.....No School  
 May 30.....Memorial Day

### **IMPORTANT DAYS**

August 24, 2015.....First Day for Students  
 June 9, 2016.....Last Day for Students  
 June 10, 2016.....Last Day for Teachers  
**June 2016...TO BE DETERMINED.....Kennywood Picnic**

# **EDUCATION REPORT**

**February 26, 2015**

**Ms. Raeann Lindsey, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. WATSON INSTITUTE AGREEMENT WITH KEYSTONE OAKS SCHOOL DISTRICT**

The Administration recommends the approval of an Agreement between the Watson Institute and the Keystone Oaks School District to provide special education services for a student effective February 17, 2015 at the annual tuition rate of \$42,858.00 to be prorated for the remainder of the 2014/2015 school year.



# **PUPIL PERSONNEL REPORT**

**February 26, 2015**

**Dr. Kathleen Foster**

## **BOARD ACTION REQUESTED**

### **I. STATE ESL PROFICIENCY ASSESSMENT AT MYRTLE ELEMENTARY**

The Administration recommends contracting with the Allegheny Intermediate Unit to provide the State ESL Proficiency Assessment at Myrtle Avenue Elementary School during the leave of the District ESL teacher. Cost is \$105.00 per hour, not to exceed 45 hours.

### **II. ESL SERVICES**

The Administration recommends that the Board approve a contract with the Allegheny Intermediate Unit to provide ESL services for students at Myrtle Avenue Elementary School, effective February 17, 2015, at the rate of \$375.00 per day during the leave of absence of the ESL teacher.

### **III. TRANSPERFECT REMOTE TELEPHONE INTERPRETING SERVICES RENEWAL**

The Administration recommends that the Board approve the renewal of a contract with the Allegheny Intermediate Unit for Transperfect Remote Telephone Interpreting Services at a cost of \$120.00 per year plus \$1.69 per minute for translation based on student/parent need, effective from February 2015 through February 2016.

# PERSONNEL REPORT

February 26, 2015

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATION – DANIELLE TATE - PARAPROFESSIONAL

It is recommended that the Board accept the resignation of **Danielle Tate**, paraprofessional, Dormont Elementary, effective February 17, 2015.

### II. APPOINTMENTS

#### A. JUSTIN FONNER – LONG-TERM KOMS SCIENCE SUBSTITUTE

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve the following individual as a long-term substitute teacher, effective January 7, 2015 through June 12, 2015:

**Justin Fonner**

7<sup>th</sup> Grade Science – Keystone Oaks Middle School  
Salary to be prorated on \$42,400.00 (M, Level 16)

#### B. SUBSTITUTE TEACHERS

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve the following individuals as substitute teachers for the 2014/2015 school year:

<b>Lynnelle Goins</b>	Secondary Mathematics
<b>Kristin Kaminski</b>	Early Childhood
<b>JoAnn Moore</b>	Elementary K-6
<b>Katherine Palmer</b>	Elementary 4-6, English LA 7-8, Mathematics 7-8
<b>Madhura Ranada</b>	Mathematics
<b>Ellie Tecza</b>	Elem K-6; Special Ed PK-8; ESL K-12; Mid-Level Math 7-9

#### C. SUBSTITUTE CUSTODIANS

In compliance with *Board Policy No. 505 – Employment of Substitute and Short-Term Employees*, it is recommended that the Board approve **Kevin Boehm** as a substitute custodian, effective February 9, 2015.

**D. JOHN FOSTER – PARAPROFESSIONAL**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *Keystone Oaks Education Support Agreement 2009-2014*, it is recommended that the Board approve the following individual as a paraprofessional:

**John Foster**

Dormont Elementary School

Full-time

Effective February 17, 2015

Salary - \$11.51/hour

**For Information Only**

This hiring requires the waiver of **Board Policy No. 803: *Nepotism*** by six (6) disinterested Board Members considering the critical staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the *Nepotism Policy*, and also that there were no other qualified/experienced candidates for the position in question.

**E. JENNIFER KARPA – PARAPROFESSIONAL**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *Keystone Oaks Education Support Agreement 2009-2014*, it is recommended that the Board approve the following individual as a paraprofessional:

**Jennifer Karpa**

Myrtle Avenue Elementary School

Full-time

Effective March 9, 2015

Salary - \$11.51/hour

**F. EXTRA DUTY**

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Specialized & Support Positions**, it is recommended that the Board approve the following stipend for the 2014/2015 school year:

<b>Bus Duty (Temporary)</b>	Myrtle Elementary	<b>Teresa Zimmerman</b>
		\$1,350.00 (prorated)

## II. LEAVES OF ABSENCE

1. It is recommended that the Board approve a leave of absence for **Danielle Kandrack**, mathematics, high school, effective March 9, 2015 with a return date of June 1, 2015.
2. It is recommended that the Board approve a leave of absence for **Cari Worley**, ESL teacher, Myrtle Avenue Elementary School, effective January 20, 2015, with a return date to be determined.
3. It is recommended that the Board approve a leave of absence for **Kevin Gallagher**, mathematics teacher, Keystone Oaks High School, effective May 14, 2015 through June 12, 2015.
4. It is recommended that the Board approve a leave of absence for **Frances Creely**, secretary, Dormont Elementary School, effective March 9, 2015, with an approximate return date of May 4, 2015.
5. It is recommended that the Board approve a leave of absence for **Nancy Smay**, guidance office secretary, Keystone Oaks High School, effective March 20, 2015, with an approximate return date of June 15, 2015.

# FINANCE REPORT

February 26, 2015

Mr. Daniel Domalik, 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 February 20, 2015 (Check No. 45856 – 46051)	\$1,040,841.24
B.	Risk Management as of February 20, 2015 (Check No. 1088 – 1092)	\$2,462.62
C.	Food Service Fund as of February 20, 2015 (Check No. 4245 – 4260)	\$61,548.56
D.	Athletics as of February 20, 2015 (Check No. 1349 – 1400)	\$3,440.00
E.	Renovations as of February 20, 2015 (Check No. 1002)	\$28,136.50
	<b>TOTAL</b>	<b>\$1,136,428.92</b>

### II. DESIGNATED DEPOSITORY BANKING & INVESTMENTS

It is recommended that in accordance with **Board Policy No. 5 – Local Board Procedures – Organization**, the Board approve First National Bank, 600 Castle Shannon Boulevard, Pittsburgh PA 15234 (the main office) as the designated depository and investing in school funds for all fund accounts of the District, effective July 1, 2015.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 7 MONTH JANUARY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 26,889,445	\$ 25,640,191	\$ 27,357,531	\$ 468,086
7000	State Revenue Sources	\$ 10,281,927	\$ 5,060,445	\$ 10,292,724	\$ 10,797
8000	Federal Revenue Sources	\$ 442,155	\$ 69,006	\$ 430,132	\$ (12,023)
<b>Total Revenue</b>		<b>\$ 37,613,527</b>	<b>\$ 30,769,643</b>	<b>\$ 38,080,387</b>	<b>\$ 466,860</b>
					(OVER) UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 15,192,379	\$ 6,838,052	\$ 15,187,628	\$ 4,751
200	Benefits Professional/Technical	\$ 8,471,404	\$ 4,275,609	\$ 8,402,156	\$ 69,248
300	Services	\$ 1,376,005	\$ 571,263	\$ 1,318,485	\$ 57,520
400	Property Services	\$ 1,333,191	\$ 699,643	\$ 1,271,520	\$ 61,671
500	Other Services	\$ 4,721,747	\$ 2,550,869	\$ 4,676,589	\$ 45,158
600	Supplies/Books	\$ 1,217,885	\$ 954,739	\$ 1,253,665	\$ (35,780)
700	Equipment/Property	\$ 202,100	\$ 154,434	\$ 188,715	\$ 13,385
800	Other Objects	\$ 993,796	\$ 464,695	\$ 980,828	\$ 12,968
900	Other Financial Uses	\$ 4,086,200	\$ 3,300,264	\$ 4,086,200	\$ -
<b>Total Expenditures</b>		<b>\$ 37,594,707</b>	<b>\$ 19,809,569</b>	<b>\$ 37,365,786</b>	<b>\$ 228,921</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ 18,820</b>	<b>\$ 10,960,074</b>	<b>\$ 714,601</b>	<b>\$ 695,781</b>

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
JANUARY 31, 2015**

	<b>12/31/2014</b>					<b>1/31/2015</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>		<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>		<b>BALANCE</b>
<b>GENERAL FUND</b>						
PNC BANK	\$ 3,982,367	\$ 508,786	\$ (2,050,097)	\$ 27		\$ 2,441,082
PAYROLL (pass-thru account)	\$ 11,159	\$ 820,092	\$ (809,678)			\$ 21,573
PLGIT	\$ 14,822,023	\$ 300,851	\$ -	\$ 114		\$ 15,122,987
PSDLAF	\$ 154,631		\$ -	\$ -		\$ 154,631
INVEST PTOGRAM	\$ 170,755			\$ 7		\$ 170,763
	<u>\$ 19,140,935</u>	<u>\$ 1,629,728</u>	<u>\$ (2,859,775)</u>	<u>\$ 148</u>		<u>\$ 17,911,036</u>
<b>CAFETERIA FUND</b>						
PNC BANK	\$ 76,482	\$ 40,260	\$ (70)			\$ 116,673
PLGIT	\$ 378,947	\$ -	\$ -	\$ 6		\$ 378,953
	<u>\$ 455,429</u>	<u>\$ 40,260</u>	<u>\$ (70)</u>	<u>\$ 6</u>		<u>\$ 495,625</u>
<b>CONSTRUCT FUND / CAP RES</b>						
PNC BANK	\$ 2,410,278	\$ -	\$ (18,840)	\$ 99		\$ 2,391,536
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,505,430	\$ -	\$ (2,098)	\$ 26		\$ 3,503,358
	<u>\$ 5,915,708</u>	<u>\$ -</u>	<u>\$ (20,938)</u>	<u>\$ 125</u>		<u>\$ 5,894,894</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>						
PNC BANK	\$ 965,490	\$ -	\$ (5,501)	\$ 40		\$ 960,028
<b>GRAND TOTAL</b>	<u><b>\$ 26,477,562</b></u>	<u><b>\$ 1,669,988</b></u>	<u><b>\$ (2,886,284)</b></u>	<u><b>\$ 318</b></u>		<u><b>\$ 25,261,583</b></u>

### III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 31, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of December 31, 2014	\$ 127,046.85	\$ 57,917.58
Deposits (General Fund Transfer)	\$ 11,140.99	\$ 8,220.00
Subtotal	\$ 138,187.84	\$ 66,137.58
Expenditures	\$ 14,928.53	\$ 5,240.06
Cash Balance as of January 31, 2015	\$ 123,259.31	\$ 60,897.52

### IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 7 MONTH JANUARY/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 250,472	\$ (224,883)
7000	State Revenue Subsidy	\$ 87,647	\$ 9,944	\$ (77,703)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 141,263	\$ (243,896)
<b>Total Revenue</b>		<b>\$ 948,161</b>	<b>\$ 401,679</b>	<b>\$ (546,482)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 347,018	\$ 185,268	\$ 161,750
200	Benefits	\$ 139,201	\$ 73,397	\$ 65,804
	Professional/Technical			
300	Services	\$ 200	\$ 1,434	\$ (1,234)
400	Property Services	\$ 8,750	\$ 2,195	\$ 6,555
500	Other Services	\$ 2,725	\$ 1,119	\$ 1,606
600	Supplies/Food	\$ 438,206	\$ 186,494	\$ 251,712
700	Equipment/Property	\$ 1,000	\$ 64,724	\$ (63,724)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		<b>\$ 937,100</b>	<b>\$ 514,629</b>	<b>\$ 422,471</b>
<b>INCOME / (LOSS)</b>		<b>\$ 11,061</b>	<b>\$ (112,950)</b>	<b>\$ (124,011)</b>



# **FACILITIES & TRANSPORTATION**

**February 26, 2015**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. GREASE TRAPS REPLACEMENT – HIGH/MIDDLE SCHOOLS’ KITCHENS**

It is recommended that the Board approve **Michael Poremski Plumbing** to replace the grease traps in the Keystone Oaks High/Middle Schools’ kitchens at a cost not to exceed \$11,000.00.

### **II. COOLING TOWER – REDESIGN, BID SPECIFICATIONS AND DRAWINGS**

It is recommended that the Board approve the redesign, bid specifications and drawings for the Keystone Oaks High School cooling tower by NIRA, at a cost not to exceed \$4,000.00.

# TECHNOLOGY REPORT

February 26, 2015

Mr. Donald Howard, Chairperson

## **BOARD ACTION REQUESTED**

### **I. REGIONAL WIDE AREA NETWORK**

The Administration recommends that the Board approve the Keystone Oaks School District's continued participation in the Regional Wide Area Network in accordance with the Service Order and E-Rate Letter of Agency, effective through June 30, 2016.

#### **For Information Only**

The price for the RWAN circuits will be reduced from the current price of \$2,500 per month to \$1,950 per month. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The price for Internet access service will be reduced from the current price of \$10 per mbps to \$7 per mbps. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

# **ACTIVITIES & ATHLETICS REPORT**

**February 26, 2015**

**Mr. Robert Brownlee, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. OVERNIGHT TRIP / COMPETITION**

It is recommended that the following trip be approved:

#### **PJAS State Competition – High School & Middle School**

Penn State University

Sunday-Tuesday – May 17-19, 2015

Sponsors – **John Buffington, Ben Stewart**

Chaperone – **Diane Flaherty**

Approximate number of students participating – 8

Approximate cost per student - \$225.00

District Funds Requested – \$2,140.00

(Includes cost of two substitute teachers @ 85/day for 2 days)

### **II. ADVERTISE FOR ATHLETIC BIDS – FALL 2015/2016**

It is recommended that the Board approve the advertisement for athletic bids for the Fall of the 2015/2016 school year.

Policy No. 623

Section FINANCES

# Policy Guide



Title FRAUD AND ABUSE

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 623 FRAUD AND ABUSE</b></p> <p><b>Section 1</b>    <b><u>Purpose</u></b></p> <p>The purpose of this policy is to establish certain principles and expectations for the School District in order to prevent fraud or abuse, investigate and provide consequences for engaging in any manner of fraud or abuse and to heighten awareness of possible fraud or abuse. The District will not tolerate fraud, abuse, or acceptance of kickbacks or the concealment of these acts.</p> <p><b>Section 2</b>    <b><u>Definitions</u></b></p> <p><b>Fraud</b> – An intentional deception or misrepresentation that someone makes, knowing that it is false in order to personally benefit, benefit a third party or to induce another to act to his/her detriment.</p> <p>Actions constituting fraud include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Falsifying, or unauthorized altering of district documents, including but not limited to:             <ol style="list-style-type: none"> <li>a. Claims for payments or reimbursements (including but not limited to submitting false claims for travel or overtime).</li> <li>b. Absence(s) from the worksite documents (including but not limited to requests for sick, bereavement, and other types of leaves of absence).</li> </ol> </li> </ol>	
--	---	--

**POLICY NO. 623  
FRAUD AND ABUSE**

- c. Files (both physical and electronic forms), photographic or audio records, or accounts belonging to the school district.
- d. Checks, bank drafts, or any other financial documents.
- e. Student records.
- f. Personnel records.
- g. Board minutes or other Board records.
- h. Business office records.
- i. Maintenance records.
- j. Fire, health, and safety reports.
- k. Other school district records.

- 2. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment. Approval by the principal or supervisor, with proper documentation, is required for the removal of district property or assets.
- 3. Using district equipment or work time for any outside political, or private or non-profit business activity.
- 4. Using sick leave or bereavement time when not appropriate.

**Abuse** – Actions that are inconsistent with sound business or fiscal practices.

Actions constituting abuse include but are not limited to:

- 1. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District, in order to give any entity, person or business an unfair advantage in the bid process.

**POLICY NO. 623  
FRAUD AND ABUSE**

2. Causing the District to pay excessive prices or fees where justification is not documented.
3. Offering bribes/kickbacks. This includes the offer of “facilitating payments” as well as “culturally required” gifts.
4. Acceptance of bribes/kickbacks.

**Kickback** – an offer, such as a bribe or gift, by an individual or an organization that is intended to influence an employee’s decision making.

Kickbacks include but are not limited to:

1. Accepting transportation, lodging, meals, entertainments, gifts, hospitality, loans, repetitive gifts where overall value is no longer considered de minimus.
2. Accepting goods or services at no cost for personal use.

**Section 3**

**Delegation of Responsibility**

This policy applies to any fraud or abuse, suspected or observed, involving district staff members, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit these acts against the school district. Any investigation required shall be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship.

Any perceived fraud or abuse that is detected or suspected by any staff member or other person shall be reported immediately to the Superintendent for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud or abuse includes instances where any employee knew or should have known that an incident occurred.

**POLICY NO. 623  
FRAUD AND ABUSE**

Administrators and supervisors are responsible for:

1. Ascertaining that employees under their supervision receive district training regarding fraud and abuse (see Employee Education).
2. Completing the district-designed self-assessment of risk of fraud for their school/department (see Self-Assessment of Risk or Fraud).
3. Being familiar with the types of fraud and abuse that could occur within their areas of responsibility.
4. Being alert for any indication of fraud and abuse.

**Section 4**

**Guidelines**

Consequences

Violation of this policy will result in disciplinary action, including potential discharge, based on a full investigation of all factors and circumstances. In addition, if the fraud or abuse constitutes a violation of state or federal laws, the Superintendent will report the fraud to the relevant authorities.

Pol. 317, 417,  
517

Employee Education

The policy will be available to all employees via the school district web site.

All employees will be required to sign a statement indicating that they have read and understand this policy annually.

Self-Assessment Of Risk Of Fraud

At the direction of the Superintendent and with the assistance of the Solicitor, each school/department shall perform a self-assessment of risk to identify areas where fraud or abuse may occur. Administrators and supervisors are responsible for identifying risks in their particular area of oversight and ensuring that internal controls are in place to address each of the identified risks.

**POLICY NO. 623  
FRAUD AND ABUSE**

Confidentiality

To the extent possible the District will maintain the confidentiality of employees who suspect fraud or abuse and report the same under this policy with the understanding that employees accused of fraud or abuse will be afforded all applicable due process.

References:

Board Policy – 317, 417, 517

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Keystone Oaks School District **Fraud and Abuse Policy (No. 623)**, that I have read and understand the provisions of the Policy, that I agree to comply with the provisions of the Policy and if I fail to comply with the provisions of the Policy such non-compliance may be the basis for disciplinary action.

Witness: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_



# Policy Guide



Policy No. 203

Section PUPILS

Title COMMUNICABLE DISEASES AND IMMUNIZATION

Adopted JUNE 27, 1998

Revised OCTOBER 19, 1998

<b>POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In order to safeguard the school community from the spread of certain communicable diseases, <del>including Acquired Immune Deficiency Syndrome (AIDS),</del> the Board requires <b>that established policy and guidelines be followed</b> the following procedures to be used.</p>
<b>Section 2</b>	<p><b><u>Guidelines</u></b></p> <p><b><u>Immunization</u></b></p> <p>All students shall be immunized against certain diseases in accordance with Pennsylvania <b>law and regulations</b>, unless specifically exempt for religious, <b>strong moral or ethical convictions similar to a religious belief</b> or medical reasons.</p> <p><b>A student who has not been immunized in accordance with state and/or county regulations shall not be admitted to or permitted to attend district schools, unless exempted, or provisionally admitted by the Superintendent.</b></p> <p><b>A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds, strong moral or ethical convictions similar to a religious belief or whose physician certifies that the student's physical condition contra-indicates immunization.</b></p> <p><b>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building</b></p>

SC 1303-a:  
Title ~~28~~ PA Code  
Sec. 23.81 et seq<sup>4</sup>

SC 1303a  
Title 22 Sec. 11.20  
Title 28 Sec. 23.83

SC 1303a  
Title 22 Sec. 11.20  
Title 28 Sec. 23.84

SC 1303a

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

principal.

**Health Records**

The District shall require that prior to admission to school for the first time that parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician/nurse practitioner may use such reports to advise the parent of the need for further medical care as set forth in **Board policy** ~~Policy No. 209.~~

Pol. 209

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurement, screenings, regular and special examinations, and medical questionnaires.

SC 1402  
Pol. 216

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the ~~student~~ child or, at the request of the parent/guardian, to a physician **or otherwise authorized or required under applicable law.**

SC 1409  
Pol. 216

As part of the health record, a ~~certificate~~ record of immunization shall be maintained for each ~~student~~ child enrolled as established by the Pennsylvania Department of Health.

Title 28 Sec. 23.85

The District shall require that the parents/guardians report to the school nurse information regarding known communicable diseases.

~~The Board shall require that the medical history information submitted with health and dental examinations required under Policy 209 "Health Examinations" be periodically revised to include recent medical advice as to communicable diseases.~~

**Attendance**

~~The following policy shall supplement the Board's Policy No. 204 regarding student attendance by establishing guidelines for the attendance of students with communicable diseases.~~

The Board authorizes that students who have been diagnosed by

Title 28 Sec. 27.71,

<b>POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION</b>	
<b>Section 32</b>	<p>a physician or <del>who</del> are suspected by the school nurse of having a disease or infectious condition, as described in and defined by regulations issued by the Department of Health, <del>by the school nurse,</del> shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified <del>diseases and infectious conditions</del> for such disease or infectious condition. Readmission shall be contingent upon verification by the school nurse or, in the absence of the school nurse, the nurse practitioner, or written verification by the student's physician, that the criteria for readmission specified in the regulations for the disease or condition in question have been satisfied.</p> <p>Students who exhibit certain symptoms, as described in Department of Health regulations, shall be excluded from school unless that student is determined by the school nurse or a physician to be non-communicable. A student so excluded shall not be readmitted until the school nurse determines that the student's condition is not communicable or the student presents a written statement from his or her physician that the student has recovered or is not infectious.</p> <p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p> <p><b><u>Education</u></b></p> <p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations and Board approved curriculum.</p> <p>Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.</p> <p><b><u>Delegation of Responsibility</u></b><del>Authority</del></p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Annually review the State <del>and/or county</del> standards for immunization of pupils and direct the responsible District personnel accordingly.</li> </ol>
	<p>27.72 Pol. 204</p> <p>Title 28 Sec. 27.72, 27.73 Pol. 204</p> <p>Title 28 Sec. 27.1, 27.2, 27.23</p> <p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p> <p>SC-1303 (a)</p>

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

SC 1303 a. (b)

- ~~1. Inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requirements of tuberculin testing on original entry and every three years thereafter, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and~~
2. Ensure that parents/guardians are being informed prior to a student's entry to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.
- ~~2.3. Investigate and recommend to the Board such District-sponsored programs of immunization as may from time to time be warranted by circumstances and the health to~~ safeguard the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.
4. Promulgate health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

Title 28 Sec. 23.83  
SC 1303a. (c) (d)

~~No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health.~~

~~The implementation of this policy shall be the responsibility of the Superintendent and the nurse of each school building in the District, who shall be subject to the sanctions of law for violation of the State statute for immunization of pupils.~~

**Section 4**

**Procedure**

~~Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health, or who have been diagnosed as a carrier of such disease may be excluded for the protection of the~~

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

~~school community under the following procedures.~~

~~The school physician/nurse practitioner shall make a preliminary recommendation to the District as to the health risks associated with diagnosed communicable disease. In the event that potential health risks to the school community would be identified by the school physician/nurse practitioner because of the admission or continued attendance of the student in question, a panel shall be convened to review the medical history and assess the specific health risks to the identified student and to the school community.~~

~~Prior to the panel's assessment and recommendation as to health risks, the Superintendent may preliminarily exclude the child from the educational program based upon the school physician's previous recommendation and after the Superintendent has consulted with the student's parents or guardians and personal physician.~~

~~The Board shall name an administrator to coordinate the District's response to the issue; the administrator shall convene the panel. The panel shall consist of the coordinating administrator, school physician, school nurse, family physician, parent and appropriate local health official.~~

~~The panel shall make an assessment of the potential for transmission of the communicable disease to the school community and the risks associated with potential infection. The panel shall utilize, as a resource, the Centers for Disease Control Guidelines on Education of Children Infected with AIDS Causing Viruses. See Board Policy No. 203.1.~~

~~Within ten (10) days, the panel shall make a recommendation to the Superintendent regarding the attendance of the student. The Superintendent shall promptly make a final decision on attendance or alternate placement of the student.~~

~~The panel, at the request of the administrator, shall meet periodically to assess the recommendations as to attendance.~~

~~The administrator assigned to coordinate the District's response under this policy shall be responsible for organizing and presenting information on communicable diseases, including~~

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

~~AIDS, to the school community and general public as necessary to implement the plan.~~

~~Administrative guidelines approved by the Board on June 27, 1988, for the control of Human/Immunodeficiency Virus (HIV) infection and other communicable diseases will be adhered to by all school personnel.~~

~~School Code 1303.a (a)  
PA Code Title 28~~

**References:**

**School Code – 24 P.S. Sec. 1303a, 1402, 1409**

**State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20**

**State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2, 27.23, 27.71, 27.72**

**Board Policy – 105.1, 200, 201, 204, 209, 216**

~~1303.a (a)  
Sec. 23.81, 23.83,  
23.84, 23.85, 27.2,  
27.23, 27.71, 27.75~~

# Policy Guide



Policy No. 203.1

Section PUPILS

Title HIV INFECTION

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<b>POLICY NO. 203.1 HIV INFECTION</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>AIDS</b> – Acquired Immune Deficiency Syndrome.</p> <p><b>HIV Infection</b> – refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>Infected Students</b> – refers to students diagnosed as having HIV infection, including those who are asymptomatic.</p> <p><b>Screening Team</b> – the building principal and school nurse.</p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>This policy shall apply to all students in all programs conducted by the school district.</p> <p>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p> <p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</p>

35 P.S. Sec. 7603

Pol. 203, 204

**POLICY NO. 203.1  
HIV INFECTION**

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing and releasing all information concerning HIV infection and infected students.

All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.

Building principals shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.

**Section 5**

**Guidelines**

**Attendance**

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student's parents/guardians voluntarily disclose information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the Screening Team.

A Screening Team comprised of the Superintendent or designee, building principal, school nurse, student's parents/guardians, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the student's need for accommodations or services.

SC 1327  
Pol. 103

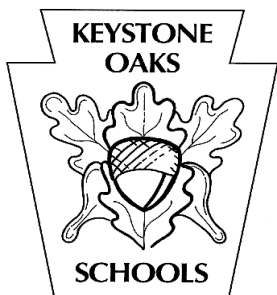
35 P.S. Sec. 7607



	<p style="text-align: center;"><b>POLICY NO. 203.1 HIV INFECTION</b></p> <p>First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.</p> <p>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>An infected student’s placement shall be reassessed if there is a change in the student’s need for accommodations or services.</p> <p><b><u>Confidentiality</u></b></p> <p>District employees who have knowledge of an infected student’s condition shall not disclose any information without prior written consent of the student’s parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p>All health records, notes and other documents referring to an infected student’s condition shall be secured and kept confidential.</p> <p><b><u>Infection Control</u></b></p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the Superintendent or designee of all incidents of exposure to bodily fluids and when a student’s health condition or behavior presents a reasonable risk of transmitting an infection.</p> <p>The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><b><u>Staff Development</u></b></p> <p>Designated district employees may receive additional,</p>	<p>SC 1329 Title 22 Sec. 11.25 Pol. 117</p> <p>SC 1329, 1330 Pol. 204</p> <p>35 P.S. Sec. 7607</p> <p>SC 1409 35 P.S. Sec. 7607</p>
--	--	---

	<p style="text-align: center;"><b>POLICY NO. 203.1 HIV INFECTION</b></p> <p>specialized training appropriate to their positions and responsibilities.</p> <p><b><u>Prevention Education</u></b></p> <p>Instruction regarding prevention of HIV infection, AIDS, and other life-threatening and communicable diseases shall be provided for all students.</p> <p>Prior to HIV infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.</p> <p>Instructional materials and content shall comply with state laws and regulations.</p> <p>A student shall be excused from HIV infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1327, 1329, 1330, 1409</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25</p> <p>Board Policy – 103, 117, 203, 204</p>	<p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29</p> <p>Title 22 Sec. 4.4, 4.29</p>
--	---	---

# Policy Guide



Policy No. 206

Section PUPILS

Title ASSIGNMENT WITHIN THE DISTRICT

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

<b>POLICY NO. 206 ASSIGNMENT WITHIN THE DISTRICT</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board directs that the assignment of students to <b>classes and</b> schools within this District <b>shall</b> be consistent with the <b>educational needs and abilities</b> <del>proper education</del> of students and the best use of the resources of this District.</p>	SC-1310
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated. In assigning <del>students</del> <b>pupils</b> to schools within this District, <del>no distinction whatever shall be made on the basis of the student's race or color</del> <b>discrimination shall occur.</b></p>	SC 1310 Pol. 103
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p><b>Attendance Area</b> – a geographic region of the District that is assigned to attend school at a particular building.</p> <p>The attendance areas for the Keystone Oaks School District are:</p> <p>Dormont Elementary – Dormont Borough</p> <p>Fred L. Aiken Elementary – Greentree Borough</p> <p>Myrtle Elementary – Castle Shannon Borough (portion)</p>	

**POLICY NO. 206  
ASSIGNMENT WITHIN THE DISTRICT**

Keystone Oaks Middle School – Dormont, Greentree, and Castle Shannon (portion) Boroughs

Keystone Oaks High School – Dormont, Greentree, and Castle Shannon (portion) Boroughs

**Section 4**

**Delegation of Responsibility**

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation **and travel, convenience of access to schools, ~~education,~~** financial and administrative efficiency **or appropriateness of the instructional program.**

The Superintendent **or designee** may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing **his/her fullest educational potential and academic goals.**

The building principal shall assign students **in the school** to appropriate grades, classes, or groups. This action shall be based on consideration of the needs **and abilities** of the student, as well as the **educational program and** administration of the school.

**Section 5**

**Guidelines**

Whenever possible, consideration shall be given to a request by a parent/guardian for attendance at a specific school.

**Classroom Placement of Twins/Higher Order Multiples**

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.

SC 1310.1

**POLICY NO. 206  
ASSIGNMENT WITHIN THE DISTRICT**

The school shall provide the classroom placement requested by the parent/guardian with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that alternative placement is necessary.
2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine that appropriate classroom placement for the siblings.
3. If the request for separate classroom placement would require the District to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.

Pol. 906

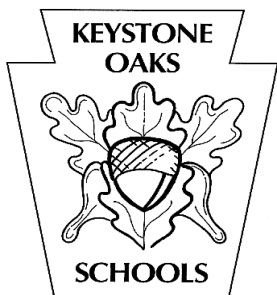
**References:**

PA School Code – 24 P.S. Sec. 1310, 1310.1

Board Policy – 103, 906

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 211

Section PUPILS

Title STUDENT ACCIDENT INSURANCE

Adopted OCTOBER 19, 1998

Revised \_\_\_\_\_

<b>POLICY NO. 211 STUDENT ACCIDENT INSURANCE</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.</p>
<b>Section 2</b>	<p><b><u>Guidelines</u></b><del>Authority</del></p> <p><del>School insurance shall be made available to each student at the beginning of the school year. The basic insurance plan covers accidents occurring on school property.</del></p> <p>Those students who participate in interscholastic sports must have private insurance and submit an appropriate waiver form completed by their parents/<b>guardians</b>.</p> <p>All accidents must be reported to the nurse as soon as possible. To file a claim with the school insurance company, the student must complete a form in the main office. If this procedure is not followed, the insurance company may refuse to pay the claim.</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration and shall notify students and parents, who may be eligible for insurance.</p>

# Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK

Adopted AUGUST 21, 1989

Revised JUNE 28, 1999

POLICY NO. 214 CLASS RANK	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board acknowledges the usefulness of a system of computing quality point averages and class ranking for secondary school graduates to inform students, parents/<b>guardians</b> and others of their relative academic placement among their peers under relatively similar circumstances.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board authorizes a system of class ranking, cumulative from grade level to grade level, to be determined at the end of each year in grades 9, 10 and 11. In grade 12, students are ranked at the end of both semesters.</p>
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>Students shall be ranked in order from highest to lowest according to quality point averages.</p> <p><b>Quality points shall be awarded for each course according to Board Policy 213 – Assessment of Student Progress based on the student’s final grade, the academic level and the number of credits of the course.</b></p> <p><del>Students enrolled in Advanced Placement courses shall be given an extra quality point in computing class rank. Students enrolled in Honor courses shall be given an extra half (.5) quality point in computing class rank. Grade values should be computed by</del></p>

**POLICY NO. 214  
CLASS RANK**

~~being weighted in the following manner:~~

<u>AP</u>	<u>Honors</u>
<b>A=5.0</b>	<b>A=4.5</b>
<b>B=4.0</b>	<b>B=3.5</b>
<b>C=3.0</b>	<b>C=2.5</b>
<b>D=1.0</b>	<b>D=0.5</b>
<b>F=0.0</b>	<b>F=0.0</b>

Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

A student's quality point average and rank in class shall be entered on his or her record and shall be subject to the Board's policy on release of student records.

Rank in class shall be entered on students' records and on all transcripts, where they will be available for review by authorized persons or released with permission from parents/guardians and/or eligible student.

~~For graduation there will be one valedictorian and one salutatorian.~~

~~Board Policy~~

Pol. 216 Board  
Policy No. 216

No. 216

**Section 4** **Delegation of Responsibility**

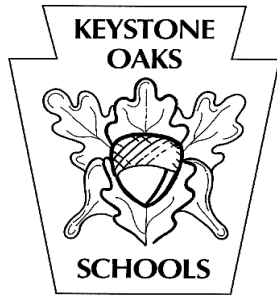
The Superintendent or designee shall develop procedures for the computation of quality point averages and the assignment of rank in class to implement this policy.

References:

Board Policy – 213, 216



# Policy Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted August 21, 1989

Revised JUNE 26, 2014;  
APRIL 18, 2013;  
FEBRUARY 17, 2011;  
MARCH 18, 2010; MAY 10, 2006;  
MARCH 18, 2004; JUNE 28, 1999

<b>POLICY NO. 217 GRADUATION REQUIREMENTS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.</p> <p>The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon request for review by the designated representatives of the Pennsylvania Department of Education.</p>

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

**High School Graduation Requirements for the Graduation  
Classes of 2014—20162015:**

1. English	6 credits
2. Social Studies ( <del>Must include government, economics and world history</del> )*	4 credits
3. Mathematics	4 credits
4. Science	3 credits
5. Physical Education/ <del>Wellness</del>	1 credit
6. *S.T.E.A.M.	1 credit
*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.	
7. Electives	6.5 credits
8. Community Service (Equivalent to 120 hours of community service)	1 credit
<b>Total</b>	<b>26.5 credits</b>

***\*Courses fulfilling this requirement will be listed annually in  
the Program of Studies.***

Students must take a minimum of seven (7) credits per year.

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

**High School Graduation Requirements for the Graduation Class of 2016:**

- |                       |             |
|-----------------------|-------------|
| 1. English            | 5.5 credits |
| 2. Social Studies     | 4 credits   |
| 3. Mathematics        | 4 credits   |
| 4. Science            | 3 credits   |
| 5. Physical Education | 1 credit    |
| 6. *S.T.E.A.M.        | 1 credit    |

\*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.

- |  |           |
|--|-----------|
| 7. Electives   | 7 credits |
| 8. Community Service<br>(Equivalent to 120 hours of community service) | 1 credit  |

**Total** **26.5 credits**

*\*Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

**High School Graduation Requirements for the Graduation Classes of 2017 and beyond:**

1. English	4 credits
2. Social Studies	4 credits
3. Mathematics	4 credits
4. Science (Must include biology, chemistry, and physics)	4 credits
5. Physical Education	1 credit
6. *S.T.E.A.M.	1 credit
<i>*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.</i>	
7. Online	0.5 credit
8. Electives	7.5 credits
9. Community Service (Equivalent to 120 hours of community service)	1 credit
<b>Total</b>	<b>27 credits</b>

*\*Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

**Non-Proficient Students – Keystone Exams**

~~Beginning in 2014-2015, high school students in the Classes of 2014, 2015, and 2016 who have not demonstrated proficiency on the Keystone Exam for Algebra I and Literature will be required to schedule and attend a remediation resource class.~~

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

Beginning with the Class of 2017, students who have not demonstrated proficiency on the Keystone Exams for Algebra I, Biology, and Literature will be required to schedule and attend supplemental instruction classes.

Non-proficient students with Individualized Education Program (IEP) may meet this requirement through attending classes determined by the IEP team.

Students will be required to remain in the resource class or class determined by the IEP team until they demonstrate proficiency on the relevant Keystone Exam.

In order to be eligible for graduation, a student must demonstrate mastery on the Algebra I, **Biology** and Literature Keystone Exams or local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or through progress monitoring of a student's Individualized Education Program (IEP). Mastery shall be deemed as attaining a score of Proficient or higher on the Keystone Exams Retest, attaining passing grades on a local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or fulfilling requirements of a graduation plan on a student's IEP.

All citations to General Curriculum Regulations, Department of Education, Chapter 4, approved by the State Board of Education, March 1, 2014, as amended.

**~~High School Graduation Requirements for the Graduation Classes of 2017 and 2018.~~**

- |   |           |
|---|-----------|
| 1. English  | 6 credits |
| 2. Social Studies<br>(Must include government,<br>economics and world history)* | 4 credits |
| 3. Mathematics  | 4 credits |
| 4. Science  | 3 credits |
| 5. Physical Education/Wellness  | 1 credit  |

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

6. ~~\*S.T.E.A.M.~~ \_\_\_\_\_ 1 credit

-

~~\*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.~~

7. On-line Course \_\_\_\_\_ .5 credit

8. Electives \_\_\_\_\_ 6.5 credits

9. Community Service \_\_\_\_\_ 1 credit  
(Equivalent to 120 hours of community service)

**Total** \_\_\_\_\_ **27 credits**

*~~\*Courses fulfilling this requirement will be listed annually in the Program of Studies.~~*

For students in the graduation classes of 2017 and **beyond**2018, the following graduation requirements must be met:

1. Course completion and passing grades.
2. Demonstration of proficiency in each of the state academic standards not assessed by a state assessment.
3. **Attain**~~Require~~ proficiency in Algebra I, Biology, and Literature Keystone Exams or project-based assessments in this area.

The Keystone Exams will be stand-alone assessments. Students who do not demonstrate proficiency must participate in supplemental instruction until they demonstrate proficiency on the exam or complete a project-based assessment as prescribed by the Pennsylvania Department of Education.

~~Beginning with the class of 2019, students will also have to pass a Composition Keystone Exam to graduate or participate in a project-based assessment in this area.~~

~~Beginning with the class of 2020, students will also have to pass~~

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

~~a Keystone Exam in Civics and Government or in a project-based assessment in this area.~~

**Supplemental Instruction**

Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone module. The supplemental instructional support will be consistent with the student's educational program. The District will continue to provide supplemental instruction either until the student demonstrates proficiency in the subject area or until the student begins participating in a project-based assessment.

**Re-taking Keystone Exams**

A student may re-take an exam or exam module in which he/she did not score proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test.

**Alternatives to Satisfaction of Assessment Requirements**

1. *Advanced Placement or Baccalaureate Programs*

Upon approval by the Superintendent, advanced placement or international baccalaureate exams that include academic content comparable to the appropriate Keystone Exam at a score established by the Secretary of Education to be comparable to the proficient level on the appropriate Keystone Exam. The Superintendent may permit successful completion of an advanced placement course and test to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.

The Superintendent may permit successful completion of an international baccalaureate program and tests to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

2. *Students Eligible for Special Education*

Special Education students are required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to graduate from the District or CAVTS if applicable.

3. *Project Based Assessment*

If a student is unable to meet the assessment requirements in this section, the student may supplement a Keystone Exam score through satisfactory completion of a project-based assessment. Points earned through satisfactory performance on one or more project modules related to the Keystone Exam module or modules on which the student scored below proficient shall be added to the student's highest Keystone Exam score. A student may be eligible to complete a project based assessment as developed by the Pennsylvania Department of Education if the following minimum requirements are met:

- a. The student has taken the Keystone related course.
- b. Was unsuccessful in achieving a score of proficient or advanced on the Keystone Exam after at least two unsuccessful attempts at demonstrating proficiency.
- c. Has met the District's attendance requirements for the course.
- d. Has satisfactorily participated in a manner of supplemental instructional services.
- e. Seniors must also meet these requirements, except that they are eligible for the project-based assessment after just one unsuccessful attempt to score proficiency.

4. *Career and Technical and Vocational Education Students*

CTVS students may be eligible to meet the assessment requirements based upon satisfaction of the following:

- a. Demonstration of proficiency in each of the State Core



**POLICY NO. 217  
GRADUATION REQUIREMENTS**

Academic Standards not assessed by a State assessment.

- b. Demonstration of proficiency in those subjects required for federal accountability purposes.
- c. Demonstrate proficiency on the required Keystone Exams or a Pennsylvania Skills Assessment (NOCTI) to meet the requirement for testing in Composition and Civics and Government.
- d. Achievement of a score of competent or advanced on a PA State Skill Assessment (such as NOCTI, NIMS or other PDE-approved exam).
- e. **CTVSE** students who did not demonstrate proficiency on the Biology Keystone Exam may participate in a project-based assessment without having to take the Keystone Exam twice.

The above alternate requirements may be substituted for purposes of meeting graduation assessment requirements. However, CTVS students must still take and complete courses associated with the State Academic Core Standards and take the associated Keystone Exams for State accountability purposes.

**Additional Learning Opportunities**

- 1. Students attend approved summer schools, community service, weekend classes, college classes, work experiences and other alternative educational programs, as appropriate for specific outcomes and under procedures and policies established by the administration and School Board. Students must also demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams and/or a project determined by the Pennsylvania Department of Education. ~~This will also include the Composition Keystone Exams for students graduating in 2019 and later, and the Civics and Government Keystone Exam for students graduating in 2020 or later.~~
- 2. Upon recommendation of the Superintendent, selected

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

students who have completed the eleventh grade of high school may enroll in an institution of higher learning. It is the responsibility of the student to make the necessary arrangements with the institution. It is further understood that the Keystone Oaks High School diploma shall be granted to the student upon successful completion of the twelfth grade requirements completed in the first semester.

3. Graduation requirements shall be completed in a District approved accredited summer school, upon recommendation of the principal, if attendance is during the summer immediately following the graduation year of the student's class.
4. Evidence of the completion of the necessary requirements shall be an official transcript from the approved summer school attended.

**Parental Opt-Out**

Parents/guardians have the right to review a State Assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excuse and follow the procedures as developed by the Pennsylvania Department of Education. Students who are not taking Keystone Exams under the parental opt-out provision, must take the project-based assessment for each subject area required for graduation.

**Waivers for 12th Grade Students**

The Superintendent may waive the graduation requirements on a case-by-case basis for good cause in two instances:

1. A waiver may be granted for a senior who was not successful in completing a project-based assessment.
2. The Secretary of Education may grant a waiver to accommodate a student who experienced certain extenuating circumstances, which include:

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

- a. Serious Illness
- b. Death in the Immediate Family
- c. Family Emergency
- d. Frequent Transfers in Schools
- e. Transfer from an Out-of-State School in Grade 12

**Participation in Graduation Ceremonies**

To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students with unfulfilled financial obligations will not receive their diplomas but may be allowed to participate in the ceremony.

**Student Transcripts**

PSSA scores will be included on student transcripts, ~~and~~ **B**beginning with the class of 2017 ~~in 2016-2017~~, the performance level ~~demonstrated, total of the score,~~ for each Keystone Exam will be ~~placed on the transcript~~ **included**.

**Section 3**

**Delegation of Responsibility**

The Superintendent shall develop procedures for implementing

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

this policy which include:

- a. **C**areful recording of each student's progress and accumulation of graduation requirements.
- b. **C**ounseling of students to know what is expected of them for completion of their schooling.
- c. **I**ssuance of periodic warnings to students in danger of not fulfilling graduation requirements.
- d. **P**reparation of a list of all graduation students for the information of the Board and for release to the public.
- e. **P**reparation of suitable diplomas for graduating students.
- f. **P**lanning and execution of graduation ceremonies which fittingly mark this important achievement.
- g. **U**se of appropriate and/or alternative assessment instruments to determine the degree to which a student who has not attended the School District during each of his high school years has demonstrated appropriate achievement in accordance with the District's Strategic Plan, the District's required learning outcomes, and this policy, where demonstrable personal and/or family circumstances preclude the District's receipt and/or review of the student's prior academic records.

References

School Code – 24 P.S. Sec. 101 et seq., 1611, 1613, 1614

State Board of Education Regulations – 22 PA Code Sec. 4.24