



A publication for parents and students of Keystone Oaks Elementary Schools

# Flight



*First Day  
of School for  
Students:*

*Monday,  
August 24,  
2015*

## **Contents:**

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# From the Superintendent's Desk

Dear Keystone Oaks Families,

In just a few short weeks, the school bells will be ringing once again as we begin the 2015/2016 school year. I can remember what those first days of school were like as a student. Many times I had a difficult time sleeping the night before because I was nervous and excited about what I may encounter on the first day of school as a student. Let me tell you, that nervousness and excitement did not go away when I became a teacher, building administrator, and now Superintendent. Each one of us has nervous and exciting feelings when it comes to the unknown of the future; but this is also the time to turn that nervousness and excitement into opportunities to explore new information, gain more knowledge, collaborate with old and new friends, create new knowledge from that already known, and apply that new knowledge to situations and opportunities that lie ahead of us in the future.

As your children enter our elementary schools on Monday, August 24, 2015, they will begin the journey of encountering many opportunities to grow intellectually, socially, emotionally, and physically. The administrators, teachers, and support staff have been preparing to provide your children with learning opportunities that will engage them in high-quality intellectual work in the academics and the arts. Together, engagement in the academics and the arts will mold the children's minds in developing life-long learning skills. Our goal at the elementary level is focused on helping children build a foundation for life-long learning by providing them with the basic knowledge and skills they will need to be successful in all their educational pursuits.

Discovering the joy and power of reading is an important part of that experience for every child. I hope every student in our elementary schools already has a favorite book he or she cherishes. Perhaps it is one parents read aloud at home or one the student has the skills to read independently. As this year progresses, the staff in our schools will work to see new books becoming favorites and every student's reading skills increasing. What a wonderful gift to our children.

Our elementary program consists of a well-rounded curriculum. Hopefully this publication will provide you with a lot of information you need to help your child be prepared for his new school year. The District website is also a good resource for additional information.

There are many ways in which parents can become involved in elementary schools to support programs and events. I encourage you to be informed and involved as much as your schedule and other commitments allow. It will make a difference for your child, your family, and your school.

As we prepare for a new school year, it is expected that we are all a bit nervous while also experiencing excitement. During these last few days before the school bells ring, take the time with family and friends to enjoy some final summer activities. My best wishes for a successful school year that will provide the best opportunities for your children to grow intellectually, socially, emotionally, and physically.

Sincerely,

*William P. Stropkaj, Ed.D*  
Superintendent



# Meet the District's Administrative Team, cont.



**Keith Hartbauer**  
*Principal, Keystone Oaks High School*

Keith Hartbauer joins KO as the High School Principal after spending the past 8 years working as the Vice Principal of Thomas Jefferson High School and the Director of Alternative Education for the West Jefferson Hills School

District. Prior to becoming a principal, Mr. Hartbauer was a health and physical education teacher in New Jersey and at Peters Township High School.

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**Brian Werner**  
*Principal, Dormont Elementary School*

Brian Werner is entering his second year as the Principal of Dormont Elementary School. Mr. Werner had spent his entire career in the Gateway School District, where he most recently served as principal at University Park Elementary School.

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**Suzanne Lochie**  
*Coordinator of Pupil Personnel*

Suzanne Lochie joined Keystone Oaks as the Coordinator of Pupil Personnel in 2011. Prior to being named to this role, she worked in the District as the school-based mental health therapist for the three elementary schools.

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**Jeff Kattan**  
*Principal, Keystone Oaks Middle School*

Jeff Kattan began as the Middle School Principal prior to the 2014-2015 school year. Before coming to Keystone Oaks, Mr. Kattan spent 9 years as an assistant principal at Hampton High School. He also worked as a teacher for both Sto

Rox and North Allegheny. Mr. Kattan is a proud graduate of Keystone Oaks.

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**Joe Arcuri**  
*Principal, Myrtle Avenue Elementary School*

Joe Arcuri is entering his 11th year as Principal at Myrtle Avenue Elementary School in Castle Shannon. Mr. Arcuri previously worked in the same position in the Highlands School District.

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**Desiree Burns**  
*Supervisor of Special Education*

Desiree Burns joined Keystone Oaks on July 27th as the Supervisor of Special Education, a new position in the District. She comes to Keystone Oaks from Moniteau School District, where she worked in a similar role. Ms. Burns has worked in special education as both an assistant principal and as a

teacher since 2001.

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**Mark Iampietro**  
*Principal, Aiken Elementary School*

Mark Iampietro is entering his fourth year as Principal of Fred L. Aiken Elementary School in Green Tree. Before coming to Aiken, Mr. Iampietro spent seven years working in the Baldwin-Whitehall School District.

# Introducing: Keystone Oaks Administrative Team



**Dr. William Stropkaj, Ed.D.**  
*Superintendent of Schools*

Dr. William Stropkaj is entering his fourth school year as Superintendent, where he oversees all aspects of the District's operations. Dr. Stropkaj oversaw the creation of the Strategic Plan and the implementation of several strategies, including the

implementation of a new elementary mathematics curriculum and a special education plan, as well as the restructuring of Special Education and Pupil Personnel services. Prior to joining Keystone Oaks, Dr. Stropkaj worked at North Allegheny as the Assistant Superintendent for Elementary Education and Curriculum.

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## **Shannon Varley, Ed.D.**

*Director of Curriculum, Instruction, Assessment & Staff Development*

Shannon Varley began at Keystone Oaks on July 1 in the new position of Director of Curriculum, Instruction, Assessment & Staff Development. She spent the past 12 years in a similar capacity for the Avonworth School District. Prior to becoming an administrator, Ms. Varley spent seven years as an English teacher.

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**John Bruner**  
*Officer, Keystone Oaks School Police*

John Bruner began as KO's School Police Officer in February. Officer Bruner has more than 18 years of experience working in law enforcement and is trained in the A.L.I.C.E. method of responding to

active shooter incidents. At KO, Bruner is the Resource Officer for all 5 schools and provides mentoring and educational programs to all District students.

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**Aaron Smith**  
*Director of Technology*

Aaron Smith is entering his third year with the District as the Director of Technology, where he has overseen the transition to a more efficient print management company, the implementation of SchoolDude for tracking technology requests, the installation of Microsoft Office Suite 2013

and the purchase of new computers and Chromebooks for students and staff.

Prior to joining KO, Mr. Smith spent six years working in the same capacity for the California (PA) Area School District.

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**Kevin Lloyd**  
*Director, Food Services*

Kevin Lloyd is entering his third year as the Director of Food Services for the District. Mr. Lloyd oversees all aspects of Food Service operations, from food quality and nutritional programs to the National School Lunch

Program. In his time at KO, he has implemented the Farm to Fork and Unlimited Fresh Fruits and Vegetables and led the District to offer a Summer Lunch Program, providing free lunches to children 18 and younger, this summer.

Mr. Lloyd has more than 30 years of experience in the food service and hospitality management industries.

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**Chris Swickline**  
*Director of Buildings, Grounds & Transportation*

Chris Swickline was appointed to the position of Director of Buildings, Grounds & Transportation in the spring of 2014. He is responsible for overseeing all of aspects of building maintenance, the custodial and maintenance staff members and for coordinating transportation. Mr. Swickline has worked at Keystone Oaks for 22 years, working in a number of capacities in that time.

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**Sarah Welch**  
*Coordinator of Communications & Public Relations*

Sarah Welch is starting her second year as the District's Coordinator of Communications & Public Relations. In her first year with the District, Mrs. Welch oversaw the redesign of the District's website, implemented a number of new social media tools and launched a bi-weekly employee newsletter.

Prior to joining KO, Mrs. Welch worked in similar roles for Local Government Academy, a local non-profit organization, and for Moon Township.

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**Sharon Gologram**  
*Director of Fiscal Services*

Sharon Gologram will begin as the Keystone Oaks' Director of Fiscal Services on August 17th. She previously held the position of Business Manager & Payroll Accountant with the Western Beaver County School District. At Western Beaver, Sharon was responsible for all of the district's financial affairs as well as payroll, FMLA requests, personnel files and health insurance administration.

Mrs. Gologram has worked in various finance capacities for the past 20 years. She is a proud KO graduate.

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# Curriculum Update

Keystone Oaks Families,

Welcome to the 2015-2016 school year! I am thrilled to join the Keystone Oaks Administrative Team and work with the District's teachers, students, and parents. We have many new opportunities for our students this year. Most importantly, Keystone Oaks will continue implementation of the PA Core Standards in literacy and mathematics. At the elementary level, the District has recently adopted Reading Wonders and Go Math! to facilitate instruction in these areas. Additionally, K-12 teachers in English/Language Arts and Math will be working with me to write comprehensive curricula, including the development of goals, activities, and assessments.

Administrators and teachers will also be furthering our instruction in STEAM (Science, Technology, Engineering, Architecture, and Mathematics). A team of us will be trained in coding curricula this year, which we will integrate across the curricula. We will also be researching science and engineering resources and developing art and music curricula, based on a self-study completed last year with the Arts Education Collaborative.

Many exciting new classes are being offered at our middle and high schools. At the middle school, art is no longer a semester elective for eighth grade but two nine week electives. Traditional Art is for students who have an ability in art and Non-Traditional Art is for students who like art but may not have the same ability. Computers will include nine weeks of Microsoft Office Applications and nine weeks of Google. Family and Consumer Science is no longer a semester elective, but two nine week electives in sewing and food. There is also a General Music rotation for sixth and seventh grade. At the high school, we will offer an online half credit Health course to meet the Class of 2017 requirement of an online half credit course. We also added an Advanced Placement course in the social studies department, AP Comparative Politics and Government.

Finally, the District will launch full day kindergarten this year. Our teachers have been working diligently to develop programming to meet the needs and interests of the whole child. I look forward to welcoming the Class of 2028 to school!

Sincerely,

*Shannon Varley, Ed.D.*

Director of Curriculum, Instruction, Assessment & Staff Development



# District Updates

## **Student Registration**

At the start of the school year, new student registration, including for students entering kindergarten, will be handled mainly by Becky Kaminsky. To register, please visit Central Administration, located near the entrance to Keystone Oaks High School.

The registration packet is available for download on the District's website, under the "Registration" section on the homepage. Parent(s)/Guardian(s) are required to provide a copy of the child's proof of age, up-to-date immunization record and two proofs of residency. If the child has attended another school previously, Keystone Oaks will request a transfer of records once the parents has signed a release form.

## **Food Allergy Management Policy**

Adopted in June 2014 and enacted for the 2014-2015 school year, the purpose of the Food Allergy Management Policy is to:

1. Reduce and/or eliminate the likelihood of allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.
4. Ensure a safe environment for any individual inside a District facility.

The policy enacted several guidelines limiting where food can be served and/or consumed:

- Food may only be served and/or consumed in "designated non-instructional areas, such as the cafeteria or staff lounges."
- For events that include food, faculty, staff, parents/guardians and students must submit the type of food and complete ingredient list to the main office in each building 72 hours prior to that food being served. This will allow time for school personnel to review and approve, and provide a reasonable and similar substitution for any affected students. Food that is not pre-approved cannot be served and will be sent home.

The Food Allergy Management Policy does not prohibit food from being served for students' birthdays or from being used for classroom lessons or activities, for example. The policy only outlines that food must not be served in an instructional area, such as a classroom or library, and that the food being served must be approved in advance.

## **Comcast Internet Essentials**

Comcast offers its Internet Essentials program to families in southwestern PA who meet the following criteria:

- Have at least one child who qualifies for the National School Lunch Program.
- Do not have outstanding debt to Comcast that is less than a year old. Families with outstanding debt more than one year old may still be eligible.
- Live in an area where Comcast Internet Service is available but have not subscribed to it within the last 90 days.

To learn more and to apply for the program, visit <https://apply.internetessentials.com/> or call 1-855-8-INTERNET (1-855-846-8376).

## **Microsoft Student Advantage**

Microsoft's Student Advantage Program gives Keystone Oaks students the opportunity to download the Microsoft Office 365 program suite on five devices, including desktop PCs and Macs, laptop computers, tablets and smart phones. The program suite includes Microsoft programs Word, Excel, Power Point, Outlook, Publisher, OneNote, Access and Lync.

To get started:

1. Enter <https://login.microsoftonline.com> into your browser.
2. Students should use the username and password they use for logging into a computer at school (Ex: johndoe@kosd.org). The "johndoe" part will be different for each student.
3. Once students log in, they should follow the prompts to download the programs.

The District encourages families to take advantage of the program and to help ensure that their child/children have access to Internet and to the same quality software at home that students are using in school on a daily basis. If you have questions about log in credentials, please contact Aaron Smith, Director of Technology, at [asmith@kosd.org](mailto:asmith@kosd.org).

# Key Information for Elementary School Parents

## School Hours

The daily schedule for students elementary students is as follows:

### Fred L. Aiken Elementary

Office Hours: 8 a.m. - 4 p.m.  
Student Arrival/Dismissal: 8:10 a.m. - 3:15 p.m.

### Dormont Elementary School

Office Hours: 7:30 a.m. - 3:30 p.m.  
Student Arrival/Dismissal: 7:45 a.m. - 3 p.m.

### Myrtle Avenue Elementary School

Office Hours: 8 a.m. - 4 p.m.  
Student Arrival/Dismissal: 8:15 a.m. - 3:25 p.m.

The office hours for Central Administration are 8 a.m. - 4 p.m.

## Tardy Policy

**Aiken Elementary** - A student is considered tardy after 8:35 a.m.

**Dormont Elementary** - A student is considered tardy after 8:20 a.m.

**Myrtle Elementary** - A student is considered tardy after 8:35 a.m.

## Attendance Policy

The following are legal excuses for absences from school: Personal illness; Family illness; Death in the family; Religious holiday.

In order to comply with reporting requirements of the district and state, we must have a signed excuse upon returning to school. A note identifying the date(s) of absence, the reason for the absence, and the parent signature must be provided. A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) days shall require

an excuse from a licensed physician. When a child does not bring in the excuse within three (3) days of the absence, it is considered an unexcused absence.

## Power School

The District utilizes PowerSchool as the Student Information System. All parents with Internet access can view important information, including grades, for their children. For more information, visit the "Parents" section of the Keystone Oaks School District website and click on "Parent Access to Power School."

Parents are provided with log-in credentials upon registering their child. For questions about log-in, please contact the secretary at your school.

## Code of Conduct/Student Handbooks Online

The 2015-2016 Code of Conduct and Student/Parent Handbooks are available for review on the District's website. The Code of Conduct includes important information on a number of District policies. This information will be reviewed by the building principal at the beginning of the school year. Students and parents/guardians must return a "Sign-Off" sheet, indicating that they have read and understand the Code of Conduct.

## Emergency Medical Information

At the beginning of each school year, it is requested that parents complete and return an emergency form to the school for each student. This card is necessary in the case of an emergency and includes the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone number and work phone number
- Emergency phone number of friend or relative

- Physician's name and phone number
- Medical alert information

## Student Photo Refusal

Parents/Guardians have the right to request that their child's photo **not be used** for District publications, including newsletters, the website and other social media outlets.

The option to **not** allow your child's photo to be taken is included on the Emergency Card that is provided at the beginning of the school year.

## Transportation

Student bus passes are mailed to all elementary students prior to the start of school. The pass includes the student's pick-up and drop-off location and times.

## School Visitors

All visitors to schools in Keystone Oaks School District must sign in at the school's main office and leave a driver's license or photo identification for the duration of the visit.

## CHIP Insurance

Pennsylvania's Children's Health Insurance Program (CHIP) has expanded to cover all uninsured kids and teens in Pennsylvania. Now, no family makes too much money to qualify for CHIP.

If you need health insurance, it is worth looking into CHIP. In fact, your kids may be able to continue visiting the same doctors. Coverage is available for doctors visits, immunizations, emergency care, prescriptions, dental and eye care.

For more information, visit [www.CHIPcoversPAkids.com](http://www.CHIPcoversPAkids.com) or call 1-800-986-KIDS (5437).

# Key Information for Elementary School Parents

## **FERPA**

Every parent has rights guaranteed by the Family Educational Rights and Privacy Act (FERPA), relative to the review and correction of his/her child

's educational records. In addition, a child's records cannot be released without written parental consent, except for directory information and to agencies or in incidents specified by policy. Directory information is defined by FERPA as name, address, telephone number, date and place of birth, field of study, honors won, office held, recognition for achievements, post high school endeavors, recognition of graduating sessions, participation in officially recognized activities and sports, weight and height (for athletic teams), dates of attendance, enrollment status, degrees and awards received and the last educational agency or institution attended by the student.

A parent who does not want directory information released about his/her child must provide notice in writing. For more details, contact the Coordinator of Pupil Personnel at 412-571-6013.

## **Extended Day Services**

Extended Day Services, a private company that provides before and after school programs at Keystone Oaks School District, has set its programs for the 2015-2016 school year.

Before-school and after-school social programs will be available at **Aiken Elementary & Dormont Elementary**. The program is offered between 7 a.m. and 8:35 a.m. and between 3 p.m. and 6 p.m. at both locations.

More information is available at [www.kosd.org](http://www.kosd.org) and at [www.extendedday.com](http://www.extendedday.com).

## **Medications at School**

The following requirements must be met in order for prescription medications to be dispensed at school:

- Medication must be in original container.
- Must carry a prescription label with the child's name, drug identification, dosage instructions, doctor's name and prescription date
- The prescription must be current.
- A doctor's written prescription and a parent medicine permission form must be submitted to the school nurse.
- Prescribed medication will be administered by the school nurse or health aide.

## **Elementary School Counseling Program**

Guidance counselors are available to assist students, parents and staff with academic problems, social problems and crisis situations. Students and parents are also encouraged to make use of the counselor by making an appointment.

## **Emergency Drills**

Fire drills are conducted throughout the school year. Teachers are responsible for ensuring that the students understand the fire drill procedures and the escape route from their classrooms. Severe weather drills are conducted annually.

## **Immunizations**

State law requires that every student who is admitted to public school in Pennsylvania must provide evidence of a successful vaccination for the following:

- 3 DT (diphtheria/tetanus)
- 3 OPV (oral polio)

- 2 Measles
- 1 Mumps
- 1 Rubella
- 3 Hepatitis B

## **Aiken Elementary Mini Phone Directory**

Mark Iampietro, Principal.....412-571-5228  
[iampietro@kosd.org](mailto:iampietro@kosd.org)

Paula Kaufman, Secretary.....412-571-5230  
[kaufman@kosd.org](mailto:kaufman@kosd.org)

Craig Lawhead, Counselor.....412-571-5223  
[lawhead@kosd.org](mailto:lawhead@kosd.org)

Elizabeth Brandy, Nurse.....412-571-5236  
[brandy@kosd.org](mailto:brandy@kosd.org)

## **Dormont Elementary Mini Phone Directory**

Brian Werner, Principal.....412-571-6152  
[werner@kosd.org](mailto:werner@kosd.org)

Fran Creely, Secretary.....412-571-6125  
[creely@kosd.org](mailto:creely@kosd.org)

Elizabeth Brandy, Nurse.....412-571-6047  
[brandy@kosd.org](mailto:brandy@kosd.org)

## **Myrtle Elementary Mini Phone Directory**

Joe Arcuri, Principal.....412-571-6137  
[arcuri@kosd.org](mailto:arcuri@kosd.org)

Shelia Humlan, Secretary.....412-571-6135  
[humlan@kosd.org](mailto:humlan@kosd.org)

Craig Lawhead, Counselor.....412-571-3235  
[lawhead@kosd.org](mailto:lawhead@kosd.org)

Elizabeth Brandy, Nurse.....412-571-3225  
[brandy@kosd.org](mailto:brandy@kosd.org)



# Important Dates for the 2015-2016 School Year

August						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	30					

September						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		




April						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 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

Be sure to visit [www.kosd.org](http://www.kosd.org) for the most up-to-date Calendar of Events and to send events directly to your Outlook, Google or iCalendar.

-  First & Last Student Day
-  No School for Students (Inservice)
-  No School for Students (Holidays)

# Volunteering at Keystone Oaks

Parental involvement is a critical component of a child's education and the Keystone Oaks School District values the thousands of hours that parents and other members of the community volunteer at sporting events, on field trips and in the classroom.

A new Pennsylvania law, enacted in October 2014, places new requirements on anyone who volunteers their time in a school district to have the State Police Clearance (Act 34) and the Child Abuse Clearance (Act 151) on file in the District's Personnel Office. Additionally, volunteers must either have the FBI Clearance (fingerprinting) OR, if they have lived in Pennsylvania for at least 10 consecutive years, a notarized Volunteer Clearance Exception Disclosure Statement.

This law took effect July 1, 2015 and also requires that volunteers renew their clearances every 60 months.

**Complete instructions on applying for and submitting the required clearances are available on the "Parents" section of the District's website, [www.kosd.org](http://www.kosd.org).**

Effective July 25, 2015, the State Police Clearance and Child Abuse Clearance are free for volunteers. Any fees associated with the FBI Clearance or the notarized Volunteer Clearance Exception Disclosure Statement are the responsibility of the volunteer.

Once the clearances are verified and on file in the Keystone Oaks School District Personnel Office, volunteers will have their photos taken for a District-issued photo identification, which must be worn at all events in which an individual is volunteering.

**Photos for volunteer badges will be taken on the first Tuesday of each month from 8 a.m. until 2 p.m. To sign up for a timeslot, please e-mail KO School Resource Officer John Bruner at [bruner@kosd.org](mailto:bruner@kosd.org).**

## Co-Council Works with Administration, Parent Groups to Share Ideas & Resources

Co-Council is a group of volunteers that works with the four Parent-Faculty Organizations and administration to share ideas and resources. The purpose of Co-council is to bring about communication and cooperation between the school administration and representatives of all parent faculty organizations in the school district. Co-council is governed by a President, Vice President, Secretary, and Treasurer.

Below is the schedule of Co-Council meetings for the 2015-16 school year. Topics will be announced prior to the meeting date and will be posted on the District's website, but typically include a presentation from a District Administrator and a discussion of PFO activities. A representative from each of the 4 PFO's reports on what is happening in their building/PFO. Meetings are open to families with students in the District and participation is encouraged.

For more information about Co-Council, please contact Janet Domalik, President, at [jan\\_dan@verizon.net](mailto:jan_dan@verizon.net).

Thursday, September 3, 2015	9:00 am	
Monday, November 9, 2015	7:00 pm	Administration Meet & Greet
Thursday, March 3, 2016	9:00 am	
Thursday, April 7, 2016	9:00 am	
Monday, April 23, 2016	7:00 pm	PFO Induction Dinner

## Get Involved!

There are plenty of opportunities to get involved in your child's education, no matter their grade level. Contact the individuals below for more details:

### Aiken Elementary PFO

Krysten Fingers

412-200-2912 | [kryst10mc@gmail.com](mailto:kryst10mc@gmail.com)

Meeting Dates: 9/10, 10/8, 11/12, 1/14, 2/11, 3/10, 4/14. 630 p.m.

Aiken Library.

### Dormont Elementary PFO

Co-Presidents:

Kelli Stewart & Jill Harvey | [dormontelementarypfo@yahoo.com](mailto:dormontelementarypfo@yahoo.com)

Meeting dates: 9/9, 10/14, 11/18, 1/13, 2/10, 3/16 and 4/13. 7 p.m.

Dormont Elementary Library.

### Myrtle Elementary PFO

Lisa Shartle, President

[lshartle@verizon.net](mailto:lshartle@verizon.net) | 412-992-8366

Meeting dates: 3rd Monday each month starting 9/21. 7 p.m.

Myrtle Large Cafeteria.

### Middle School PFO

Joell Minford, President | 412-952-4475

Meeting dates: 3rd Wednesday each month. 6:30 p.m. Middle

School Library.

### Athletic Booster Groups

Mark Elphinstone, Athletic Director

[elphinstone@kosd.org](mailto:elphinstone@kosd.org)

412-571-6046

### Band Boosters (Keystone Oaks Parents Society)

Cathy Zaharko, President

412-341-7806

[kospresident@gmail.com](mailto:kospresident@gmail.com)

# Key Elementary School & District Event Dates

## Aiken Elementary

### Kindergarten Orientation

Aug. 18, 6 p.m.

### Back-to-School Picnic

Aug. 19, 5 p.m., Green Tree Pool

### School Picture Day

Sept. 17

### Curriculum Night

Sept. 17, 6 p.m.

### School Picture Make-Ups

Oct. 22

### Fall Party

Oct. 30, 2 p.m.

### Parent/Teacher Conferences

Nov. 5, 4 p.m. - 6 p.m.

## Dormont Elementary

### Kindergarten Orientation

Aug. 18, 6 p.m.

### Meet the Teacher Night

Aug. 20, 6 p.m.

### School Picture Day

Sept. 15

### Curriculum Night

Sept. 17, 6 p.m.

### Fall Parade & Parties

Oct. 30, 1:30 p.m.

### Parent/Teacher Conferences

Nov. 5, 5 p.m. - 7 p.m.

## Myrtle Elementary

### Kindergarten Orientation

Aug. 18, 1:30

### School Picture Day

Sept. 16

### Curriculum Night

Sept. 17, 6 p.m.

### School Picture Make-Ups

Oct. 21

### Fall Parade & Parties

Oct. 30, 2:15 p.m.

### Parent/Teacher Conferences

Nov. 19, 4 p.m. - 6 p.m.

## Report Period Deadlines

The grade submission deadlines for the 2015-2016 school year are as follows:

### First Report Period

- Sept. 24: Poor Work Notices
- Oct. 28: First Report Period Ends
- Nov. 4: Grades Due
- Nov. 10: Report Card Distribution

### Second Report Period

- Dec. 7: Poor Work Notices
- Jan. 15: Report Period Ends
- Jan. 22: Grades Due
- Jan. 26: Report Card Distribution

### Third Report Period

- Feb. 22: Poor Work Notices
- March 22: Report Period Ends
- March 31: Grades Due
- April 4: Report Card Distribution

### Fourth Report Period

- May 2: Poor Work Notices
- June 9: Report Period Ends
- June 10: Grades Due
- June 14: Report Card Distribution

## PSSA Testing Dates for 2015-2016

Assessment	Dates	Grades
English Language Arts	April 11-15, 2016	Grades 3-8
Mathematics	April 18-22, 2016	Grades 3-8
Science	April 25-29, 2016	Grades 4 and 8
Make-up	May 2-6, 2016	

## Keystone Exams Testing Dates for 2015-2016

Dates	Exam
Winter:	
Wave 1: December 2-16, 2015	Algebra I, Biology, Literature
Wave 2: January 6-20, 2016	Algebra I, Biology, Literature
Spring:	
May 16-27, 2016	Algebra I, Biology, Literature

# Partners in Learning

Each month, as part of the Keystone Oaks School District's Partners in Learning series, the District hosts speakers to lead parent-based discussions that are aimed to help them better understand how to most effectively handle a variety of issues their child may be facing.

Dates, times and locations are subject to change. Please contact Suzanne Lochie, Coordinator of Pupil Personnel, with any questions: 412-571-6013 or [lochie@kosd.org](mailto:lochie@kosd.org).

This year's Partners in Learning Series schedule is as follows:

## **Wednesday, October 21: Movie Night- "The Family Next Door"**

View a feature-length documentary that focuses on the Lund family from Upper St. Clair as they navigate life with Autism. Questions and answers afterwards with either a member of the Lund family or the Producer.

**Speakers:** Heidi Hess, Autism Society of Pittsburgh

**Location/Time:** Keystone Oaks Middle School LGI, 7:00-9:00 pm

## **November 10: Superintendent Chat**

Meet with Keystone Oak's Superintendent for an informal discussion.

**Speaker:** Dr. William Stropkaj, Superintendent

**Location/Time:** Keystone Oaks Board Conference Room, 9:00-10:00 am

## **November 18: Olweus Bullying Prevention Program**

Learn about the Olweus Bullying Prevention Program, the most researched program currently being implemented in KOSD schools. The program is designed to improve peer relations and make schools safer, more positive places for students to learn and develop.

**Speaker:** Natalie Melnik, Allegheny Intermediate Unit

**Location/Time:** Dormont Elementary, 7:00-9:00 pm

## **January 20: Trauma and PTSD (Post-Traumatic Stress Disorder)**

Learn about Trauma and PTSD, how they affect children, and interventions associated with each.

**Speakers:** Frank Krawiec & Jessica Maher, Wesley Spectrum Services

**Location/Time:** Keystone Oaks Board Conference Room, 9:00-10:00 am

## **February 24: Transition to Adult Life**

How can you ensure the best possible life outcomes for your son or daughter with disabilities? This is a question that parents begin to consider soon after their children receive a diagnosis. Learn about the power of the IEP Transition Plan.

**Speaker:** The PEAL Center

**Location/Time:** Dormont Elementary, 7:00-9:00 pm

## **March 16: Is It a Phase or Something More? Why is My Child Acting Like This?**

Children go through many behavioral changes between infancy and adulthood. From the high energy preschooler to the moody teenager, sometimes it's hard to know what is typical behavior and when a parent should be concerned. This workshop will describe typical and atypical behaviors and warning signs to look for.

**Speaker:** Lauri Kragness, Education Director, The Watson Institute

**Location/Time:** Keystone Oaks Board Conference Room, 9:00-10:00 am

## **April 20: Gifted Education**

Overview of Gifted Education, identification criteria, components of a GIEP, and possible accommodations.

**Speaker:** Amy Cribbs, Allegheny Intermediate Unit 3

**Location:** Dormont Elementary Library, 7:00-9:00 pm

# The School Lunch Program

Welcome to the 2015-2016 school year! The Keystone Oaks Food Service Department is committed to providing healthy and well-balanced meals for your child(ren). We anticipate another exciting year for the cafeteria with a focus on health, wellness and good nutrition and will continue to offer a large variety of quality food choices in the cafeteria.

Freshly prepared, nutritious lunches will be provided daily. The District's program follows the nutritional requirements of the National School Lunch Program and the District's Wellness Policy. This ensures that lunches meet the nutritional standards set forth by the Pennsylvania Department of Education.

## **Breakfast & Lunch Prices for the 2015-2016 School Year**

Breakfast and lunch prices for the 2015-2016 school year are as follows:

Elementary Breakfast: \$1.15

Elementary Lunch: \$2.25

Secondary Breakfast: \$1.25

Secondary Lunch: \$2.35

Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. See below on how to apply for the Free & Reduced Lunch Program.

## **Free & Reduced Lunch Program**

Families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using COMPASS. COMPASS allows Pennsylvanians to apply online for a

number of social service programs, including free or reduced price school meals. The compass website is [www.compass.state.pa.us](http://www.compass.state.pa.us).

Families may also continue to use the paper "Household Meal Benefits Application" that will be provided by the District. Families that apply for free or reduced price school meals through COMPASS do not need to submit a paper application.

***A new application is required each year for all participating students to keep receiving free or reduced meals.***

## **Cafeteria Point of Sale System – Meals Plus**

The Food Service Department uses a computer debit system that allows parent(s) / guardian(s) to prepay for their child's lunches. Students will enter their personal identification number (PIN) to pay for their lunch. Since your child will have the same number throughout their years at KO, it is important that you help your child to memorize this number. The cashier will see the student's name and picture to ensure the correct student is using the account.

Please deposit enough money in your child's account to pay for their purchases. When the student's account has a negative balance you will be notified by mail, email and/or phone call.

There are a number of methods that can be used to pay for lunches:

- Online payment is available through [Lunchprepay.com](http://Lunchprepay.com). For more information about the pre-pay system, please visit the "Food Service" section of the District's website, [www.kosd.org](http://www.kosd.org).

- Checks may be sent to the Foodservice Department located in each School.
  - Please list the student's name, ID # and school on the check.
  - Checks must be made payable to Keystone Oaks School District and should be sent to the attention of the Keystone Oaks Food Service Department.
  - Any remaining balance at the end of the school year will carry forward to the following school year.
- You may send one check for 2 or more students provided they are in the same school. If you have children in different schools, you must send separate checks for each child. Please be specific about the student's name and building.
- Please make an effort to send checks as soon as possible before school starts so that funds will be available in your student's account on the first day of school.

## **Lunch Menus**

Lunch menus and nutritional information are available on the "Food Service" section of the District's web site, [www.kosd.org](http://www.kosd.org).

## **About School Lunches**

- Elementary lunches include one entrée choice, fruits and vegetables and one 8 ounce 1% white or fat free flavored milk. After choosing their main entrée, the child will be able to choose two of the following: fresh fruits, fresh vegetables and/or assorted juices.
- Please note that any snack items are extra

# School Lunch Program, cont.

and are not included in the school lunch price. If your child is purchasing milk only, he/she will still need to get in the lunch line.

- Secondary school lunches will include one entrée, two fruits and/or two vegetable side items and one 1% white, skim or fat free flavored milk. USDA regulations require every meal to include a fruit or vegetable. Up to five items can be selected for a school lunch, a minimum of three are required.
- When your child reaches the cashier, they must enter their student ID into a keypad resembling an ATM keypad. After punching the ENTER button, their picture appears on the cashier's monitor to verify the students identity. The price of their school lunch, and an extra items, is deducted from your child's account. If you DO NOT want your child to purchase any extras, have any special requests or allergy concerns please contact the Food Service Office. We have the capability to write comments on your child's screen so the cashier can monitor your requests and the items your child purchases.
- If a student's account is depleted and he/she forgets lunch money, the system is designed to allow a student to charge a meal that day to ensure that no student will go without eating; however negative balances must be paid in full immediately. Please note that students must have money on their lunch account to purchase ala carte items or snacks, including a second milk, water, snacks, or ice cream.

## **Unlimited Fresh Fruits & Vegetables Program**

During the 2014-2015 school year, the Food Services Department introduced the Farm to Fork Program. Keystone Oaks now partners with local farms and growers to provide fresh locally grown produce to students. In line with this program, the District also offers an Unlimited Fresh Fruits & Vegetables Program to students. Any student who purchases a complete lunch (protein, starch, milk, fruit or vegetable) is able to receive an unlimited amount of fresh fruits and/or vegetables with their lunch. Offerings change daily, but typically include baby carrots, cherry tomatoes, cucumber slices, broccoli, apples, pears, and mandarin oranges.

The Unlimited Fresh Fruits & Vegetables Program is a great way for students to fill up on nutritious foods and to limit the number of snacks that are purchased at an additional cost.



## **Lunch Menu** **August 24 - August 31**

### **Monday, August 24**

Stuffed Crust Pizza  
Side Salad  
Fruit or Juice / Milk

### **Tuesday, August 25**

Nacho Grande  
Refried Beans  
Fresh Roll  
Fruit or Juice / Milk

### **Wednesday, August 26**

Popcorn Chicken  
WG Roll  
Squash Medley  
Fruit or Juice / Milk

### **Thursday, August 27**

Pasta Alfredo  
Steamed Broccoli  
WG Roll  
Fruit or Juice / Milk

### **Friday, August 28**

Chicken Parmesean Sandwich  
Yellow Carrot Medley  
Fruit or Juice / Milk

### **Monday, August 31**

Cheeseburger  
Sweet Tater Tots  
Fruit or Juice / Milk

# School Communication

## Electronic Newsletter

The Keystone Oaks School District has implemented an electronic newsletter beginning with the 2015-2016 school year.

Parents/guardians, students and members of the community can sign up for the newsletter by clicking the "E-Newsletter" link on the **homepage of the District's website, [www.kosd.org](http://www.kosd.org)**.

Those who sign up will be able to customize their preferences as to which news and events they would like to receive (Dormont Elementary & Middle School, for example). Each week, those who have signed up will receive a newsletter directly in the e-mail inbox, customized with the news and events they signed up to receive.

This is a great way to ensure that you are receiving news that is important to you and your child and that it is all in one place and delivered in a reliable, consistent format.



## Social Media

The Keystone Oaks School District uses several social media outlets to share important news and updates, photos and videos. Be sure to "like" and "follow" Keystone Oaks on the following platforms:



Facebook users can receive Keystone Oaks School District information in their News Feed by logging in to Facebook, searching "Keystone Oaks School," and clicking "Like." Information regarding district and community events, news articles, photos, videos and other information is posted daily.



Keystone Oaks distributes news and information through Twitter. Follow @KOGoldenEagles on Twitter by visiting <http://twitter.com/KOGoldenEagles>. Followers can set up their preferences to receive tweets via text message.



Follow Keystone Oaks on Instagram at [keystone\\_oaks](https://www.instagram.com/keystone_oaks). Instagram is a free, photo-sharing program and social network that allows users to take a photo and share it with other users. Download the free app on your smartphone or tablet today.



Subscribe to KOGoldenEagles on YouTube. Keystone Oaks posts videos of various events and activities that occur throughout the school year.

## School Messenger

Keystone Oaks School District utilizes the web-based automated call system School Messenger to contact parents/guardians with information regarding school delays or cancellations, school emergencies, reminders about days when school is closed, as well as other items. This is the District's primary communication vehicle for the delivery of emergency information to parents and staff via phone, email and/or text message.

Parents/guardians are provided with log-in credentials upon registering their child and can customize their profile to include multiple home and cell phone numbers and e-mails addresses to which messages can be sent.

It is the responsibility of parents to keep the information in their SchoolMessenger accounts up-to-date so they are certain to receive emergency messages.

For questions about logging into your SchoolMessenger account, please contact Technology Director Aaron Smith at [asmith@kosd.org](mailto:asmith@kosd.org) or 412-571-6003.

# Administration & Board of School Directors

## District Administration

**Dr. William Stropkaj - Superintendent**  
stropkaj@kosd.org; 412-571-6005

**Shannon Varley - Director of Curriculum,  
Instruction, Assessment & Staff  
Development**  
varley@kosd.org; 412-571-6004

**Charmaine Masztak - Administrative Assistant to  
the Superintendent, Director of CIA&SD and  
Assistant Board Secretary**  
masztak@kosd.org; 412-571-6005

**Sharon Gologram - Director of Fiscal Services**  
gologram@kosd.org; 412-571-6025

**Karen Wong - Personnel Secretary &  
Administrative Assistant to the Director of  
Fiscal Services**  
wong@kosd.org; 412-571-6010

**Desiree Burns - Supervisor of Special Education**  
burns@kosd.org; 412-571-6083

**Suzanne Lochie - Coordinator of Pupil Personnel**  
lochie@kosd.org; 412-571-6013

**Aaron Smith - Director of Technology**  
asmith@kosd.org; 412-571-6003

**Chris Swickline - Director of Buildings, Grounds &  
Transportation**  
swickline@kosd.org; 412-571-2560

**Sarah Welch - Coordinator of Communications &  
Public Relations**  
welch@kosd.org; 412-571-6020

**Kevin Lloyd - Director of Food Services**  
klloyd@kosd.org; 412-571-6059

**John Bruner - School Resource Officer**  
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## Board of School Directors

**Patricia Anne Shaw, President**  
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Community: Castle Shannon

**Raeann Lindsey, Vice President**  
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**Robert Brownlee**  
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Community: Dormont

**David Hommrich**  
hommrich@kosd.org  
Community: Green Tree

**Donald Howard**  
howard@kosd.org  
Community: Castle Shannon

## Board of School Directors Meetings

The School Board will hold their monthly meetings on the second and third Tuesdays, beginning at 7 p.m. in the Board Room. The meeting schedule for the 2015-2016 school year is as follows:

September 8, 2015	Work Session
September 15, 2015	Business/Legislative Meeting
October 13, 2015	Work Session
October 20, 2015	Business/Legislative Meeting
November 10, 2015	Work Session
November 17, 2015	Business/Legislative Meeting
December 1, 2015	Reorganization Meeting
December 8, 2015	Work Session
December 15, 2015	Business/Legislative Meeting
January 12, 2016	Work Session
January 19, 2016	Business/Legislative Meeting
February 9, 2016	Work Session
February 16, 2016	Business/Legislative Meeting
March 8, 2016	Work Session
March 15, 2016	Business/Legislative Meeting
April 12, 2016	Work Session
April 19, 2016	Business/Legislative Meeting
May 10, 2016	Work Session
May 17, 2016	Business/Legislative Meeting
June 14, 2016	Work Session
June 21, 2016	Business/Legislative Meeting

Additionally, the Board holds a number of committee meetings each month. The public is invited to attend these meetings to learn about ongoing and upcoming projects and to provide input on topics such as education, finances, facilities, policies, technology, athletics and communication. Committee meetings can be found on the calendar on the District's website. Additionally, committee meeting agendas and notes can be found under the "School Board" section of the website.