

# BOARD OF SCHOOL DIRECTORS

## BUSINESS/LEGISLATIVE SESSION

Tuesday, March 19, 2019

7:00 PM

### *MINUTES*

**Call to Order**

President Patricia Ann Shaw called the meeting to order at 7:01 p.m.

**Pledge**

The meeting opened with the pledge to the flag.

**Attendance**

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; Mr. Michael Brungo, Solicitor;

Dr. William Stropkaj, Superintendent and Mrs. Maureen S. Myers, Board Secretary/Recording Secretary were absent.

**Public Comment**

**PUBLIC COMMENT**

**Mr. Greg Pegger**

Re: KOMS Play

**Board President's Report**

**BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw**

**Board Minutes**

**BOARD MINUTES**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, Board approved the Work Session Minutes of February 12, 2019 and the Business/Legislative Minutes of February 19, 2019.

*Motion carried 9-0*

**For Information Only**

**FOR INFORMATION ONLY**

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*

- Ms. Shaw reported on different events coming up at Parkway West.

II. SHASDA Report

*Mr. Santo Raso*

III. PSBA/Legislative Report

*Mrs. Theresa Lydon*

- Trip to Harrisburg in April

IV. News from the Boroughs

**Executive Session**

**EXECUTIVE SESSION** - There was no Executive Session held prior to this evenings Business/Legislative Meeting.

**Updated Board Committees 2019**

**UPDATED BOARD COMMITTEES 2019**

- Activities/Athletics \* Ms. Pauchnik, Mr. Brownlee, Mr. LaPorte, Ms. Lindsey
  - Budget and Finance \* Ms. Lindsey, Mr. Brownlee, Mrs. Lydon
  - Buildings, Grounds, & Transportation \* Mr. Cesario, Mr. Brownlee, Mr. Raso, Ms. Shaw
  - Communications \* Ms. Crowell, Mr. LaPorte, Ms. Pauchnik, Mr. Raso
  - Education \* Mrs. Lydon, Ms. Crowell, Ms. Lindsey
  - Personnel \* Ms. Shaw, \* Mr. Cesario, Ms. Crowell, Mrs. Lydon
  - Policy \* Ms. Shaw, Mr. Cesario
- \* **Denotes Chairperson(s)**

**Superintendent’s Report**

**SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj**

**Second Reading Po. 217**

**SECOND READING POLICY 217: GRADUATION REQUIREMENTS**

On the motion of Mr. LaPorte, seconded by Mr. Cesario, the Board approved the SECOND READING of Policy 217: *Graduation Requirements*.

*Motion carried 9-0*

**Second Reading Po. 233**

**SECOND READING POLICY 233: SUSPENSION AND EXPULSION**

On the motion of Mr. LaPorte, seconded by Mr. Cesario, the Board approved the SECOND READING of Policy 233: *Suspension and Expulsion*.

*Motion carried 9-0*

**First Reading Po. 210**

**FIRST READING POLICY 210: MEDICATIONS**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 210: *Medications*.

*Motion carried 9-0*

**First Reading Po. 234**

**FIRST READING POLICY 234: PREGNANT STUDENTS**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 234: *Pregnant Students*.

*Motion carried 9-0*

**First Reading Po. 235**

**FIRST READING POLICY 235: STUDENT RIGHTS AND RESPONSIBILITIES**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 235: *Student Rights and Responsibilities*.

*Motion carried 9-0*

**First Reading Po. 235.1**

**FIRST READING POLICY 235.1: SURVEYS**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 235.1: *Surveys*.

*Motion carried 9-0*

**First Reading Po. 249**

**FIRST READING POLICY 249: STUDENT RECRUITMENT**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 249: *Student Recruitment*.

*Motion carried 9-0*

**First Reading Po. 806**

**FIRST READING POLICY 806: CHILD ABUSE**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 806: *Child Abuse*.

*Motion carried 9-0*

**Professional Development**

**PROFESSIONAL DEVELOPMENT**

On the motion of Mrs. Lydon, seconded by Ms. Pauchnik, the Board approved the following conference requests:

<b>Ms. Kaitlyn Caron</b>	PMEA Annual Conference	\$948.00
<b>Ms. Kerry Karapandi</b>	David L. Lawrence Convention Center	(total for both)
	Pittsburgh, PA 15222	
	April 3-7, 2019	

**For Information Only**

This cost is to be paid from Title IV funds.

*Motion carried 9-0*

**Education Report**

**EDUCATION REPORT – Mrs. Theresa Lydon**

**Duquesne Univ. School of Sciences Agreement**

**DUQUESNE UNIVERSITY SCHOOL OF HEALTH SCIENCES AGREEMENT**

On the motion of Mrs. Lydon, seconded by Ms. Crowell, the Board approved the Agreement between Duquesne University School of Health Sciences and the Keystone Oaks School District to be a Placement Site for students in the University’s Speech-Language Pathology Master’s program.

*Motion carried 9-0*

**Adelphoi Education Inc. Agreement**

**ADELPHOI EDUCATION INC. AGREEMENT**

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the Agreement between Adelphoi Education, Inc. and the Keystone Oaks School District to provide certain educational services on behalf of the district.

*Motion carried 9-0*

**Pupil Personnel Report**

**PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj**

**AIU Adoption of Policies, Procedures 2019/2020**

**ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS FOR 2019/2020**

On the motion of Mrs. Lydon, seconded by Ms. Crowell, the Board approved the Allegheny Intermediate Unit’s Notice of Adoption of Policies, Procedures and Use of Funds for the 2019/2020 school year in compliance with the federal requirements of 34 CFR PART 300.

*Motion carried 9-0*

**IDEA – Part B: Use of Funds Agreement 2019/2020**

**IDEA – PART B: USE OF FUNDS AGREEMENT 2019/2020**

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2019 through June 30, 2020.

*Motion carried 9-0*

**Personnel Report**

**PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario**

**Resignations**

**RESIGNATIONS**

On the motion of Mr. Cesario, seconded by Mr. Raso, the Board accepted the following resignations:

**Kara Biroscak**

Autistic Support – Dormont Elementary  
Effective: March 5, 2019

**Raven Nagy**

Paraprofessional – Dormont Elementary  
Effective: February 22, 2019

**Kathleen Snape**

Secretary – High School  
Effective: March 18, 2019

*Motion carried 9-0*

Motion to Amend

**MOTION TO AMEND**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, the Board approved to amend the motion taken on the baseball stipends and positions that were approved at the Business/Legislative Meeting on February 19, 2019.

*Motion carried 9-0*

Approval of Athletic Positions & Stipends

**APPROVAL OF ATHLETIC POSITIONS AND STIPENDS**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, in compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, the Board approved the following spring sports, coaches, and stipends for the 2018/2019 school year as amended:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Head Coach	Nicholas Kamberis	\$4,750.00
	Asst. Varsity	Kenneth Hustava	\$4,200.00
	JV	Jacob Rady	\$2,850.00
	JV	John McCarthy	\$2,850.00

*Motion carried 9-0*

Post Season Coaching Stipends

**POST SEASON COACHING STIPENDS**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, in compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, the Board approved payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
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Basketball - Boys	<b>Corey Bellovich</b>	\$ 50.00 (1 week)
	<b>Philip McGivney</b>	\$ 50.00 (1 week)
	<b>Jason Overhand</b>	\$ 50.00 (1 week)
Basketball - Girls	<b>Richard Ian Barrett</b>	\$150.00 (3 weeks)
	<b>Ronald Muszynski</b>	\$150.00 (3 weeks)
	<b>Belma Nurkic</b>	\$150.00 (3 weeks)
Swimming and Diving	<b>Jeffrey DiGiacomo</b>	\$150.00 (3 weeks)
	<b>Madeline Morris</b>	\$150.00 (3 weeks)
Wrestling	<b>Andrew Bell</b>	\$150.00 (3 weeks)
	<b>John Cerminara</b>	\$150.00 (3 weeks)
	<b>Alan Harris</b>	\$150.00 (3 weeks)
	<b>Joseph Kazalas</b>	\$150.00 (3 weeks)
	<b>Michael Kazalas</b>	\$150.00 (3 weeks)

*Motion carried 9-0*

**Leave of Absence**

**LEAVE OF ABSENCE**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, the Board approved the following individuals for Family and Medical Leave:

D.K. – Effective March 20, 2019 until June 6, 2019

H.P. – Effective January 16, 2019

W.S. – Effective March 7, 2019

*Motion carried 9-0*

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

**Accounts Payable**

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH FEBRUARY 28, 2019**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following Accounts Payable lists as presented in the *Finance Package*:

- A. General Fund as of February 28, 2019 (Check No. 58891-59096) \$905,759.47
- B. Risk Management as of February 28, 2019 (None) \$0.00
- C. Food Service Fund as of February 28, 2019 (Check No. 9148-9149)\$12,423.86
- D. Athletics as of February 28, 2019 (Check No. 2103-2108) \$10,639.08
- E. Capital Reserve as of February 28, 2019 (None) \$0.00

F. Compensated Absences Fund as of February 28, 2019 (None)	\$0.00
G. OPEB Fund as of February 28, 2019 (None)	\$0.00
<b>TOTAL</b>	<b>\$928,822.41</b>

*Motion carried 9-0*

**AIU 2019/2020 Program  
of Services Budget**

**ALLEGHENY INTERMEDIATE UNIT 2019/2020 PROGRAM OF SERVICES  
BUDGET – FINANCE DIVISION**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the proposed 2019/2020 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,144,656.00. The Allegheny County (AIU3) school districts’ total contribution to the budget is \$1,811,545. The Keystone Oaks School District contribution to the Program of Services Budget is estimated to be \$38,011 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership (WADM).

*Motion carried 9-0*

**Bond Refinancing**

**BOND REFINANCING**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved a Resolution to incur debt in the form of the District’s General Obligation Bonds, Series A of 2019 and Series B of 2019, for the purpose of refunding for debt service savings, the District’s Series A Bonds of 2013, and the District’s Series C Bonds of 2014.

- A discussion was held with Bond Counsel on the Bond Refinancing.

**Roll Call Vote Taken**

A roll call vote was taken:

AYES

NAYS

Mr. Brownlee  
Mr. Cesario  
Ms. Crowell  
Mr. LaPorte  
Ms. Lindsey  
Ms. Pauchnik  
Mr. Raso  
Mrs. Lydon  
Ms. Shaw

*Motion carried 9-0*

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 8 MONTH FEBRUARY/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,014,864	\$ 28,539,781	\$ (1,475,083)
7000	State Revenue Sources	\$ 12,065,343	\$ 6,101,025	\$ (5,964,318)
8000	Federal Revenue Sources	\$ 849,422	\$ 508,653	\$ (340,769)
<b>Total Revenue</b>		<b>\$ 42,929,629</b>	<b>\$ 35,149,459</b>	<b>\$ (7,780,170)</b>
				<b>(OVER)</b>
				<b>UNDER</b>
				<b>BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 16,783,162	\$ 8,642,320	\$ 8,140,842
200	Benefits	\$ 10,702,403	\$ 5,633,806	\$ 5,068,597
300	Professional/Technical Services	\$ 1,574,811	\$ 894,862	\$ 679,949
400	Property Services	\$ 1,079,511	\$ 724,573	\$ 354,938
500	Other Services	\$ 5,225,206	\$ 3,401,576	\$ 1,823,630
600	Supplies/Books	\$ 1,417,523	\$ 1,121,618	\$ 295,905
700	Equipment/Property	\$ 530,282	\$ 344,391	\$ 185,891
800	Other Objects	\$ 641,126	\$ 458,181	\$ 182,945
900	Other Financial Uses	\$ 4,975,605	\$ 4,025,108	\$ 950,497
<b>Total Expenditures</b>		<b>\$ 42,929,629</b>	<b>\$ 25,246,435</b>	<b>\$ 17,683,194</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 9,903,024</b>	<b>\$ 9,903,024</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -



## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2019

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 2/1/2019	\$ 85,122.97	\$ 85,226.34
Deposits	\$ 1,434.59	\$ 2,295.57
Subtotal	\$ 86,557.56	\$ 87,521.91
Expenditures	\$ 2,741.23	\$ 4,430.00
Cash Balance - 2/28/2019	\$ 83,816.33	\$ 83,091.91

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF FEBRUARY 28, 2019

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 8,570
FNB SWEEP ACCOUNT	\$ 874,404
ATHLETIC ACCOUNT	\$ 83,092
PLGIT	\$ 9,893,737
FNB Money Market	\$ 592,875
PSDLAF	\$ 159,209
INVEST PROGRAM	\$ 176,797
	<u><u>\$ 13,588,684</u></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 297,116
PLGIT	\$ 317,249
	<u><u>\$ 614,365</u></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 509,369
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 782
	<u><u>\$ 510,151</u></u>
<b>RISK MANAGEMENT / TAX REFUNDS</b>	
FNB BANK	<u><u>\$ 501,692</u></u>
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>	
FNB BANK	<u><u>\$ 1,934,854</u></u>
<b>COMPENSATED ABSENCES FUND</b>	
FNB BANK	<u><u>\$ 419,380</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 17,569,126</u></u>

**Transportation Report**

**TRANSPORTATION REPORT – Mr. Matthew Cesario**

**Special Education  
Transportation**

**SPECIAL EDUCATION TRANSPORTATION**

On the motion of Mr. Cesario, seconded by Mr. Raso, the Board approved the three year contract with **Matthews Bus Company** for special education transportation and Act 372.

**For Information Only**

The total cost for the three years are the following:

Year 1 (2019-2020) - \$1,025,638

Year 2 (2020-2021) - \$1,051,260

Year 3 (2021-2022) - \$1,077,559

*Motion carried 9-0*

**Activities & Athletics  
Report**

**ACTIVITIES & ATHLETICS REPORT – Ms. Kristen Pauchnik**

**2019/2020 Fall Athletic  
Bids**

**2019/2020 FALL ATHLETIC BIDS**

On the motion of Ms. Pauchnik, seconded by Ms. Lindsey, the Board approved the **Fall Athletic Bids** for the 2019/2020 school year in the amount of \$67,537.67 to the following companies:

**B & R Pools** \$6,000.00

**Century Sports Inc.** \$57,244.17

**L.L. Terry Kenneweg** \$1,198.50

**The Fitness Doctor** \$3,095.00

*Motion carried 9-0*

**Technology Report**

**TECHNOLOGY REPORT**

**Purchase of New  
Teacher Laptops**

**PURCHASE OF NEW TEACHER LAPTOPS**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, the Board approved the purchase of 150 new teacher laptops, to replace current older inventory, at a cost not to exceed \$142,050.00.

*Motion carried 9-0*

**Public Comment**

**PUBLIC COMMENT - None**

**Adjournment**

**ADJOURNMENT**

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the meeting was adjourned at 7:40 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Interim Board Secretary

# Policy Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted August 21, 1989

Revised ~~MARCH 26, 2015; 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 Class of 2015:**

1. English	6 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	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 \_\_\_\_\_ 1 credit  
(Equivalent to 120 hours of community service)

**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**

**Students are required to take courses fulfilling the following credit requirements in order to graduate ~~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 *<br><del>(Must include biology, chemistry, and physics)</del>   | 4 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. <del>Health</del> Online   | 0.5 credit  |
| 8. Electives  | 7.5 credits |
| 9. Community Service<br>(Equivalent to <del>60</del> 120 hours of community service – details are described in the Community Service Handbook)                        | 0.5+ credit |
| 10. Career Readiness/Job Shadowing<br>(Details are described in the Career Readiness Handbook)  | 0.5 credit  |

**~~Total~~ \_\_\_\_\_ ~~27 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.

**Non-Proficient Students — Keystone Exams**

**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.~~

~~For students in the graduation classes of 2017 and beyond, 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 proficiency in Algebra I, Biology, and Literature Keystone Exams or project based assessments in this area.~~



**POLICY NO. 217  
GRADUATION REQUIREMENTS**

~~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.~~

**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~~

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

~~the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.~~

~~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 CVTS 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*~~

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

~~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 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. CTVS 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.~~
- ~~2. Upon recommendation of the Superintendent, selected~~

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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:~~

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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~~

**Keystone Exams**

The District will follow current guidelines for graduation requirements as they pertain to Keystone Exams or any other state testing requirements, available on the Pennsylvania Department of Education website.

**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. Beginning

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

with the class of 2017, the performance level for each Keystone Exam will be included.

**Section 3**

**Delegation of Responsibility**

The Superintendent shall develop procedures for implementing this policy which ~~include:~~

- a. ~~Careful~~includes careful recording of each student's progress and accumulation of graduation requirements.
- ~~b. Counseling of students to know what is expected of them for completion of their schooling.~~
- ~~c. Issuance of periodic warnings to students in danger of not fulfilling graduation requirements.~~
- ~~d. Preparation of a list of all graduation students for the information of the Board and for release to the public.~~
- ~~e. Preparation of suitable diplomas for graduating students.~~
- ~~f. Planning and execution of graduation ceremonies which fittingly mark this important achievement.~~
- ~~g. Use 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.~~

**POLICY NO. 217  
GRADUATION REQUIREMENTS**

References

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

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

Revision History: March 26, 2015; June 26, 2014; April 18, 2013; February 17, 2011; March 18, 2010; May 10, 2006; March 18, 2004; June 28, 1999

# Policy Guide



Policy No. 233

Section PUPILS

Title SUSPENSION AND EXPULSION

Adopted AUGUST 21, 1989

Revised NOVEMBER 21, 2013;  
OCTOBER 19, 1998

POLICY NO. 233 SUSPENSION AND EXPULSION	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student <del>in this District</del> and one that cannot be imposed without due process.</p>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.</p> <p>Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.</p> <p><del>The Board recognizes the rules governing student conduct in school and during the time spent in travel to and from school. Such rules require that students:</del></p> <ol style="list-style-type: none"> <li><del>1. conform to reasonable standards of socially acceptable behavior;</del></li> <li><del>2. respect the rights, person and property of others;</del></li> <li><del>3. preserve the degree of order necessary to the educational program in which they are engaged; and</del></li> <li><del>4.1. obey constituted authority and respond to those who hold that authority.</del></li> </ol>

22 PA Code 12.6  
SC 1318

SC-1317



<b>POLICY NO. 233 SUSPENSION AND EXPULSION</b>		
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p><u>Exclusion from School – Suspension</u></p> <p>The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.</p> <p>When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. <b>Delay of such hearing shall not operate to delay return to school. <del>Such hearing shall take place as soon as possible after the suspension, and the District shall offer to hold it within the first five (5) days of the suspension.</del></b></p> <p>Informal hearings under this provision shall be conducted by the building principal. <b>The Board requires that each hearing shall be closed to the public, but should the student and/or his/her parents/guardians likely to be affected by its outcome agree, the hearing may be held publicly.</b></p> <p><u>Purpose of Informal Hearing</u></p> <p>The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to <b>how</b> show why the student should not be suspended, and to discuss ways to avoid future offenses.</p> <p><u>Due Process Requirements for Informal Hearing</u></p> <p>1. The student and parent/guardian shall be given written notice, <b>in their native/preferred language</b>, of the reasons</p>	<p>SC 1318 22 PA Code 12.6</p> <p>22 PA Code 12.6</p> <p>22 PA Code 12.6, 12.8</p> <p>22 PA Code 12.8</p> <p>22 PA Code 12.8</p>

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SUSPENSION AND EXPULSION**

for the suspension.

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The School District shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion from Class – In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which he/she is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh (11) day of in-school suspension. The procedure shall be the same as the procedure for informal hearings in connection with out-of-school suspensions.

The District shall provide for the student's education during the period of in-school suspension.

Students are not permitted to participate in any District extra-curricular activities or interscholastic athletics or attend district events while serving an in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction. No student

22 PA Code 12.7

SC 1318  
22 PA Code 12.6,  
12.8

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shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

However, a voluntary expulsion may be entered into between the District and the student's parents/[guardian](#) whereby the parties agree to not go through a formal Board expulsion hearing and agree to the terms in a voluntary expulsion agreement. The voluntary expulsion agreement would need to be ratified by the Board as presented by the Superintendent.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions [except in those circumstances where an Expulsion Hearing has been offered and the parent/guardian has chosen to resolve the situation through an Expulsion Agreement](#). The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/[guardian in their native/preferred language](#).
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/[guardian](#) requests a public hearing.
4. Representation by counsel at the parents'/[guardian's](#) expense and parent/[guardian](#) may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

22 PA Code 12.8

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7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

2 Pa. C.S.A. Sec. 101 et seq

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

22 PA Code 12.6

Students serving an out-of-school suspension are not permitted to participate in any district extra-curricular activities,

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SUSPENSION AND EXPULSION**

interscholastic athletics or attend district events. Students are not permitted on district property without prior permission of the building principal while serving their suspension.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the ~~School~~District may exclude such a student from class for up to five (5) additional – fifteen (15) total school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

22 PA Code 12.6

Attendance/School Work after Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

22 PA Code 12.6

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the ~~School~~District shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Transfer students

It is the policy of the District to give full faith and credit to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the District will honor and

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 233 SUSPENSION AND EXPULSION</b></p> <p>continue to impose all unfinished suspensions and/or expulsions that were imposed on each and every new entrant into the district. Each new entrant, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into any district school. The total number of days assigned by the sending or former school will be used for calculating purposes. Days not belonging to any school district will not be used for calculating purposes.</p> <p><u>Students with Disabilities</u></p> <p>When a student with a disability faces suspension or expulsion, the District shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop procedures to implement this policy, which will include:</p> <ol style="list-style-type: none"> <li>1. Publication of a Discipline Code, in accordance with Board policy on student discipline.</li> <li>2. Procedures that ensure due process when a student is being deprived of the right to attend school.</li> <li>3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records. A summary of these records shall be provided to the Board annually.</li> <li>4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be referred to by code letter or number.</li> <li>5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.</li> </ol>	<p>Pol. 113.2</p> <p>Pol. 218</p> <p>Pol. 216</p>
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**POLICY NO. 233**  
**SUSPENSION AND EXPULSION**

References:

PA School Code – 24 P.S. Sec. 1318

State Board of Education Regulations – 22 PA Code Sec. 12.6,  
12.7, 12.8

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

Board Policy – 113.2, 216, 218

Revision History: November 21, 2013; October 19, 1998

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 210

Section PUPILS

# Policy

OF

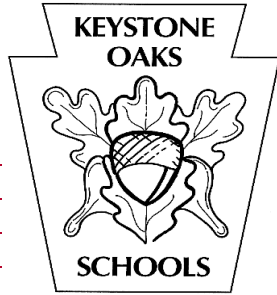
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Title MEDICATIONS ADMINISTRATION

~~MEDICATION & USE OF  
MEDICAL DEVICES ON  
SCHOOL PROPERTY DURING  
SCHOOL HOURS OR DURING  
SCHOOL RELATED ACTIVITIES~~

# Guide

Adopted AUGUST 21, 1989

Revised NOVEMBER 16, 2009;  
OCTOBER 19, 1998

<p>Section 1</p>	<p style="text-align: center;"><b>POLICY NO. 210</b> <b>MEDICATIONS ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL RELATED ACTIVITIES</b></p> <p><b><u>Purpose</u></b></p> <p><del>The Keystone Oaks School District requires that, to the extent medically possible, use of medication by its students take place outside the school day and at the student's home or other appropriate location, other than within school buildings, on school property or during school related activities.</del></p> <p><del>The School District recognizes, however, that there may be situations where it is necessary, in order to permit a student to attend school and to benefit from the educational experience, for a student to self-administer or to be administered, medication, or use a medical device, on school property, during the school day or during school related activities. Under such circumstances and in accordance with this Policy, School District personnel will administer and/or supervise the self-administration of prescription and non-prescriptions medications to students and the use of medical devices by students.</del></p> <p>The purpose of this policy shall be to set forth guidelines for the administration of medications to students during school hours.</p>	
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<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 210</b></p> <p style="text-align: center;"><del><b>MEDICATIONS ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES</b></del></p> <p>The administration of prescribed medication to a student during school hours in accordance with the written direction of the student’s licensed medical healthcare provider and the written request of the parent/guardian will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.</p> <p>The administration of over-the-counter medication will also be permitted with the written consent of the parent/guardian.</p> <p>This policy shall be interpreted consistent with all applicable state and federal regulations.</p> <p>The District shall act in a manner consistent with the ADA, Section 504, the IDEA and all other laws protecting the rights of students with disabilities.</p> <p>Whenever a student has a Section 504 plan and/or IEP, that plan supersedes this policy to the extent it contains different and/or more detailed provisions than those set forth in this policy.</p> <p><del>Parent/guardians are hereby notified that, in accordance with the terms of this Policy, the supervision of self-administration of such medication/medical devices may not always be performed by the School Nurse, but may be performed by a duly designated school employee.</del></p> <p><b><u>Definitions</u></b></p> <p><b>Licensed medical healthcare provider</b> – A medical doctor (MD), osteopathic physician (DO), dentist, physician assistant, and certified nurse practitioner, who can legally prescribe medications in the Commonwealth of Pennsylvania.</p> <p><b>Nurse paraprofessional</b> – An individual who is a registered nurse (RN) or a licensed practical nurse (LPN) in Pennsylvania. Nurse paraprofessionals work under the supervision of a School Nurse.</p>	<p>22 PA Code 12.41</p> <p>Pol. 103.1</p>

**POLICY NO. 210**

**MEDICATIONS ~~ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES~~**

**Over-the-counter (“OTC”) medication** – Medication which can be purchased or obtained without a licensed medical healthcare provider’s written prescription. As set forth below, the use of OTC medications in the District will require written consent of the parent/guardian.

**Prescription medication** – Medication which can only be purchased or obtained with a licensed medical healthcare provider’s written prescription. As set forth below, the use of prescription medications in the district will require a written order from the student’s licensed medical health care provider and with the written consent of the parent/guardian.

**School nurse** – An individual qualified and certified by the Pennsylvania Department of Education as a Public School Nurse (CSN), and serving the District in that capacity.

~~As used herein, the following terms shall have the meaning set forth herein, unless otherwise specifically designated in the context used:~~

~~Prescription Medication~~

~~Any and all medications which a physician licensed to act as such in the Commonwealth of Pennsylvania has prescribed in writing for a School District student during the current school year. As used herein, this term shall include medications which are only lawfully obtained with a valid prescription.~~

~~Nonprescription Medication~~

~~Any medication, the use of which is not prescribed or directed by a physician, and which has been lawfully obtained “over the counter.”~~

~~School Nurse~~

**POLICY NO. 210**

**MEDICATIONS ~~ADMINISTRATION OF MEDICATION  
AND USE OF MEDICAL DEVICES ON SCHOOL  
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~~A School District employee qualified and certified by the Pennsylvania Department of Education as a Public School Nurse, and serving the School District in that capacity.~~

~~Health Care Assistant~~

~~An individual employed by the School District to perform all or some of the tasks set forth in the established job description.~~

~~Administration of Medication~~

~~Delivery or administration of prescription or nonprescription medication or use of a medical device by injection, inhalation, ingestion, or any other means, to the body of a student.~~

~~Medical Device~~

~~Instruments, apparatus and contrivances, including their components, parts or accessories, intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease whether or not prescribed by a physician.~~

~~Asthma Inhaler~~

~~A prescribed device used for self administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.~~

~~Current Written Physician's Order~~

~~Prior to the administration to, or supervision of self-administration of prescription medication (as differentiated from non-prescription medication) by a student, and/or the use of a prescribed medical device (other than an asthma inhaler) on school property during the school day or during school-related activities, a current written physician's order as attached hereto at "Form A-1" must be provided to the School District, directing and authorizing the administration of such medication. For purposes of this section, "medication" shall mean only "prescription medication" and "medical device" shall mean only~~

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**MEDICATIONS ADMINISTRATION OF MEDICATION  
AND USE OF MEDICAL DEVICES ON SCHOOL  
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~~a prescribed medical device.~~

~~Prior to the self-administration of an asthma inhaler by a student on school property during the school day or during school-related activities, a current order of a physician, certified registered nurse practitioner or physician's assistant, as attached to Policy No. 210.1 as "Form B-1," must be provided to the School District. Irrespective of the provisions of this Policy regarding use of medical devices, Policy No. 210.1 is controlling with respect to self-administration of asthma inhalers by students on school property during school hours or during school-related activities.~~

~~"Form A-1" must include, at a minimum, the following:~~

- ~~1. Date;~~
- ~~2. Student's name and age;~~
- ~~3. Parent/guardian ('s) name(s);~~
- ~~4. Diagnosis of student's condition;~~
- ~~5. Identification of medication and/or medical device:  
Dosage, manner in which it is to be administered and/or used, the reason for which it is to be administered, the specific time schedule for administration or supervision of administration of medication and/or use of a medical device in school, length of time it is to be administered and/or used in school;~~
- ~~6. Whether the student is able to self-administer the medication and/or use the medical device himself/herself;~~
- ~~7. Possible side effects from use of the medication and/or medical devices, and the necessary emergency response(s) thereto.~~
- ~~8. Instructions for use, as applicable. (Example given: Asthma inhaler, epi-pen, anakit);~~
- ~~9. Any curtailment of specific school activity, if appropriate (i.e., lab, athletic or extracurricular events, shop classes, driver's training, etc.);~~

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- ~~10. Listing of any other known medications which have been prescribed for the student, by responding physician or any other physician;~~
- ~~11. Listing of any medications not prescribed by a physician, which physician has reason to believe is (are) being used by the student; and~~
- ~~12. Physician's signature, address and telephone number.~~

~~In addition, the current written physician's order presented to the School District in accordance with this Policy must document the need to administer the medication to the student, or for the student to use the medical device during the school day.~~

~~As such, said order must indicate why the medication may not be appropriately administered and/or the medical device may not be appropriately used outside the confines of the school day. Where the physician fails to provide such information, or indicates an alternative administration schedule, and does not indicate that such alternative schedule for administration of medication will not satisfactorily address the student's medical needs to the School District will be under no obligation to administer the medication to the student, or supervise the self-administration of the medication and/or permit use of the medical device by the student, during the school day.~~

~~Similarly, in the event the written physician's order referenced above requires the administration of medication and/or use of the medical device at such defined or infrequent intervals that it is possible to implement the physician's orders, wholly or partly outside the confines of the school day, the School District will advise the parent/guardians of the same, and administration of the medication and/or use of the medical device shall, to the extent consistent with the written physician's order, take place outside the school day, off school property, and by individuals other than School District personnel.~~

~~The School District reserves the right to request review of the current physician's order both by the School Physician and the School Nurse, related to the question of the timing of the administration of medication and/or the ability of the student to~~

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**MEDICATIONS ~~ADMINISTRATION OF MEDICATION  
AND USE OF MEDICAL DEVICES ON SCHOOL  
PROPERTY DURING SCHOOL HOURS OR DURING  
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~~self-administer the medication; and/or use of the medical device. In the event of a dispute or discrepancy between the opinions of the School District's Physician/School Nurse, and the student's physician, an effort will be made to amicably resolve the concern in the manner most advantageous to the student, in view of the School District's clear preference for administration of medication to its students and use of medical devices by its students at times other than during the school day and at locations other than on school premises. In the event the parties are unable to resolve such discrepancies, the student's parent/guardian(s) shall be asked to sign an agreement releasing and indemnifying the School District, its officers, agents and employees, from any liability as a result of the School District's compliance with the written order provided by the physician for the student. Notwithstanding the foregoing, the parent/guardians of a "protected handicapped student" within the meaning of the Regulations issued by the Pennsylvania Department of Education and found at 22 Pa. Code Chapter 15, or of a student whose IEP requires the administration of medication and/or use of a medical device, shall not be asked or required to execute such a Release and Indemnity Agreement.~~

~~Current Written Parent/Guardian Consent~~

~~Written request and authorization to administer and/or supervise the self-administration of prescription medication, and nonprescription medication, and/or use of a medical device, whether prescription or non-prescription (other than an asthma inhaler), on school district property during the school day or during school-related activities, as identified in the current physician's order, shall be set forth in the written parent/guardian consent form attached hereto as "Form A-2", requesting and authorizing the School District to so administer and/or supervise the self-administration of the medications and/or the use of the medical device identified therein. Prior to self-administration by a student of an asthma inhaler, "Form B2" as attached to Policy 210.1 must be completed by the student's parent(s)/guardian(s) and provided to the School District.~~

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**MEDICATIONS ADMINISTRATION OF MEDICATION  
AND USE OF MEDICAL DEVICES ON SCHOOL  
PROPERTY DURING SCHOOL HOURS OR DURING  
SCHOOL-RELATED ACTIVITIES**

~~"Form A-2," providing parent/guardian consent for administration of medication/use of a medical device other than an asthma inhaler, is to be delivered at the same time as the current written physician's order ("Form A-1") is delivered to the School District, in the case of a request for administration of/supervision of administration of prescription medication or use of a prescribed medical device.~~

~~"Form A-2" is also to be delivered to the School District for presentation to the school nurse prior to the administration of/supervision of administration of non-prescription medication or use of a non-prescribed medical device.~~

~~"Form A-2" must include, at a minimum, the following information:~~

- ~~1. Date;~~
- ~~2. Student's name and age;~~
- ~~3. Full name and address of both parents/guardians;~~
- ~~4. Name and telephone number of physician prescribing the medication, if applicable;~~
- ~~5. Name of any other physicians or other health care practitioners providing treatment to the student and a listing of any other medications prescribed or suggested for use by the student;~~
- ~~6. A statement requesting and authorizing the administration of the medication and/or use of the medical device, the name of the medication and/or medical device, dosage and the schedule and time intervals for administration of the medications and/or use of the medical device, as set forth in the accompanying current written physician's order.~~
- ~~7. List of any other medication currently taken by the student, whether prescription medication or nonprescription medication, and regardless of when and where taken.~~
- ~~8. An acknowledgment that the individual responsible for the administration of medication or supervision of self-administration thereof, and/or supervision of use of the medical device, for the parent/guardian's child/student,~~

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**MEDICATIONS ~~ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES~~**

~~may not, in accordance with the terms of this Policy, in every instance be the School Nurse.~~

- ~~9. An authorization for agents and employees of the Keystone Oaks School District to administer or supervise the self-administration of the medication and/or use of the medical device, and an acknowledgment that in complying with the request and authorization for administration of medication, self-administration of medication and/or use of medical device or as set forth on the written parent/guardian consent form, and in accordance with the current physician's order, the parent/guardian(s) is (are) releasing and indemnifying the School District, its officers, agents and employees, from any and all responsibility for the benefits/ consequences resulting from administration of the medication, or supervision of the student's self-administration of the medication and/or use of the medical device, PROVIDED, HOWEVER, that the parent/guardian(s) of a "protected handicapped student" as that term is defined within the Pennsylvania Department Regulations found at 22 Pa. Code Chapter 15, or of a student with an IEP shall not be required to acknowledge or execute such a Release or Indemnification Agreement.~~
- ~~10. An authorization for the school nurse to contact the appropriate physician, if applicable, to discuss the medication and/or medical device, in accordance with HIPPA and other federal and state laws and regulations protecting the privacy of health information.~~

**Section 3**

**Guidelines**

~~Unless otherwise specified in a Section 504 plan or IEP, any medication, prescription or nonprescription, that a student must take during school must be brought by a parent/guardian or designee, in its original packaging, to the nurses' office immediately upon entering the building so that it may be~~



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~~transferred to a secure location under the supervision of the school nurses and maintained with the proper forms and instructions. Medications presented to an individual other than the school nurse, presented in a container other than the original container or provided without sufficient necessary physician's instructions, where required, shall not be accepted.~~

Delivery of Medication

All medication must be in an original pharmaceutical container bearing the date, the student's name, the physician's name, the instructions for administration, dosage, frequency, the pharmacist's name, and the pharmacy label.

Medication and/or medical devices, whether prescription or non-prescription, shall be delivered to the office of the school nurse in the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices.

Medications will be stored in a locked container in the School Nurse's office unless the physician indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.

Any medication/medical device provided to the District for a chronic condition will be returned only to the parent/guardian at the end of each school year, and the District will record the date, time, amount and signature of the parent/guardian to whom the medication was returned. A new physician's order, parent/guardian consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.

Medication Registration

SC 510  
22 PA Code 12.41

Pol. 210.1

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AND USE OF MEDICAL DEVICES ON SCHOOL  
PROPERTY DURING SCHOOL HOURS OR DURING  
SCHOOL-RELATED ACTIVITIES~~**

Before any medication, whether prescribed or OTC, may be administered to, or self-administered by, any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability and responsibility for administration of any or all medications.

~~Before any prescribed medication may be administered, the District shall also require the written order of the prescribing licensed medical healthcare provider, which shall include name of the student, name and telephone number of the prescribing licensed medical healthcare provider, the pharmacy that dispensed the medication, the purpose of the medication, the strength of the medication and amount to be given, the route of administration, when the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, and if the student is qualified and able to self-administer the medication.~~

~~Before any OTC medication may be administered, the Board shall require written parent/guardian consent and a standing order of the district physician for a maximum of first three (3) doses. Thereafter, the Board shall require a written order from the student's licensed medical healthcare provider along with the parent/guardian's written consent.~~

~~Medication orders do not carry over from school year to school year. Therefore, new physician's orders and/or parent/guardian permission must be submitted each school year.~~

Student Self-Administration of Medication

Before a student may possess/self-administer medication in the school setting, the District shall require the following:

1. All requirements for "Medication Registration" are completed, including parent/guardian permission for student to possess/self-administer such medication.

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~~1.2.~~ A written acknowledgement from the ~~S~~school ~~N~~nurse that the student has demonstrated that s/he is capable of self-administration of the medication in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

~~1.~~

~~2.3.~~ A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, may be self-administered. However, self-administration must be in the presence of the School Nurse or Nurse Paraprofessional.

Students shall be prohibited from sharing, giving, selling, and using a medication in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard medication may result in loss of privilege to self-carry medication and disciplinary action in accordance with Board policy and applicable procedural safeguards.

**~~Delivery of Medication~~**

~~All medication must be in an original pharmaceutical container bearing the date, the student's name, the physician's name, the instructions for administration, dosage, frequency, the pharmacist's name, and the pharmacy label.~~

Pol. 103.1, 113.1, 218, 227

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**MEDICATIONS ~~ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES~~**

~~Medication and/or medical devices, whether prescription or non-prescription, shall be delivered to the office of the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices. Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, will be administered by the School Nurse/School Physician.~~

~~Medications will be stored in a locked container in the School Nurse's office unless the physician indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.~~

~~Any medication/medical device provided to the School District for a chronic condition will be returned only to the parent/guardian at the end of each school year, and the School District will record the date, time, amount and signature of the parent/guardian to whom the medication was returned. A new physician's order, parent/guardian consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.~~

Personnel Involved in Administration/ Supervision or Self-Administration of Medication

1. The School Nurse is designated as the primary person responsible for the administration of medication, supervision of self-administration of medication, and supervision of the use of medical devices, whether prescription or nonprescription; however, students are permitted to possess and self-administer asthma inhalers and epinephrine auto-injectors in accordance with Policy No. 210.1. The School Nurse shall be responsible for:

Pol. 210.1

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- a. Conferring with parent/guardians;
  - b. Administration of medication and/or the use of medical devices in certain circumstances as required by law;
  - c. Maintenance of the records of administration or self-administration of prescribed and/or non-prescribed medications and/or the use of medical devices pursuant to the policy.
  - d. Alerting appropriate school staff to possible side effects of the medication. Notifying and alerting appropriate staff if the student is to refrain from any specific school activity.
  - ~~a.e.~~ Conferring with physicians and pharmacists as necessary. ~~;~~ ~~and~~
  - ~~b.f.~~ Supervising the self-administration of medication and/or use of medical devices by students, PROVIDED, HOWEVER, that when the School Nurse is unavailable, and it is not medically required that the School Nurse supervise the student's self-administration of medication, ~~other~~ approved personnel will supervise the self-administration of medication.
2. In appropriate circumstances, after consultation between the building principal and the School Nurse, the building principal may designate in writing appropriate ~~School District~~ personnel to supervise the self-administration of medication/medical devices, whether prescription or non-prescription. ~~Appropriate personnel may consist of the principal, the assistant principal or the health care assistant.~~ They shall be responsible for:

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- a. Adhering to the directives provided by the School Nurse in the supervision of self-administration of medication and/or use of medical devices by students. ~~;~~ ~~and~~
- ~~a.~~
- b. Reporting to the School Nurse any apparent observable side effects and any other difficulty in the student's self-administration of medication and/or use of medical devices.
  
- 3. ~~Under no circumstances shall a principal, assistant principal or health care assistant be responsible for, or be permitted to, measure or pour medication to be provided to a student, prepare syringes for injections of medication to a student, or actually inject medication into a student. Rather,~~ Responsibility for measuring or pouring medications and/or injecting medications ~~any or all of the foregoing~~ shall rest with the School Nurse and/or Nurse Paraprofessional, ~~the School Physician, if available,~~ the student themselves, where appropriate, or the student's parent/guardian, or other adult individual designated by the parent/guardian and the student's physician as an appropriate individual to administer the medication.

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the administration and self-administration of students' medications that shall be consistent with guidelines contained in this policy.

All prescribed and OTC medications shall be administered (or supervised in the event of the student's self-administration) by the school district nurse, or other appropriately trained and designated district staff.

All district employees involved in the administration or supervision of self-administration of medication shall receive

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**MEDICATIONS ~~ADMINISTRATION OF MEDICATION~~  
~~AND USE OF MEDICAL DEVICES ON SCHOOL~~  
~~PROPERTY DURING SCHOOL HOURS OR DURING~~  
~~SCHOOL-RELATED ACTIVITIES~~**

documented and appropriate training provided by the school district before performing this responsibility.

The Superintendent or designee shall regularly review the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

References:

School Code – 24 P.S. Sec. 510

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

Board Policy – Pol. 103.1, 113.1, 210.1, 218, 227

Revision History: November 16, 2009; October 19, 1998

# Policy Guide



Policy No. 234

Section PUPILS

Title PREGNANT/PARENTING/MARRIED STUDENTS

Adopted OCTOBER 19, 1998

Revised \_\_\_\_\_

<b>POLICY NO. 234</b>		
<b>PREGNANT/PARENTING/MARRIED STUDENTS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p><del>No</del> A student, <del>whether married or unmarried;</del> who is <del>otherwise</del> eligible to attend <del>the school of this District</del> district schools and is <del>married and/or pregnant/parenting</del> shall <b>not</b> be denied an educational program solely because of <del>marriage</del>, pregnancy, <del>childbirth</del>, pregnancy-related disabilities or actual or potential parenthood; nor shall a <del>pregnant</del> student under the age of seventeen (17) be excused from the requirements of the Compulsory Attendance <del>Statute</del> solely for reasons of <del>her</del> pregnancy or maternity/<del>paternity</del>.</p>	<p><del>Title</del> 22 PA Code  <del>Sec.</del> 12.1                      SC 1326</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board reserves the right to require as a prerequisite for attendance in the regular classes and <del>the co-curricular program</del> participation in the extra-curricular and/or athletic program of the schools that each pregnant student present to the Superintendent <del>or designee</del> <del>her</del> a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.</p>	
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program <del>or homebound instruction</del>.</p>	<p>Pol. 117</p>



<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 234</b> <b>PREGNANT/PARENTING/MARRIED STUDENTS</b></p> <p>Following the birth of the infant, a female student may request up to six (6) weeks to recuperate from childbirth and arrange for child care. The student must submit a statement from the attending physician stating the birth date of the infant, and a request for homebound instruction.</p> <p>A student who has received an alternate educational program, for reasons associated with her pregnancy, shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.</p> <p>If a student does not elect the general policy as stated above, then she may withdraw from school and re-enroll the following year. This withdrawal would be treated as a regular withdrawal and grades as such be recorded.</p> <p>The respective school guidance counselors will be responsible for informing married/pregnant students of the alternative available to them for their continuing participation in school programs.</p> <p>A pregnant student may also be eligible for additional accommodations through a 504 plan before and after birth.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations for implementing this policy which include:</p> <ol style="list-style-type: none"> <li>1. Offering counseling and educational services to help students plan their future.</li> <li>2. Cooperation with community resources to assist students.</li> <li>3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.</li> <li>4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of the pregnant student.</li> </ol>	<p>Pol. 117, 204</p> <p>Pol. 208</p>
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**POLICY NO. 234**  
**PREGNANT/PARENTING/MARRIED STUDENTS**

References:

School Code – 24 P.S. Sec. 1326

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

Board Policy – Pol. 117, 204, 208

# Policy Guide



Policy No. 235  
 Section PUPILS  
 Title STUDENT RIGHTS AND RESPONSIBILITIES  
 Adopted AUGUST 21, 1989  
 Revised OCTOBER 19, 1998

<b>POLICY NO. 235 STUDENT RIGHTS AND RESPONSIBILITIES</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>This policy sets forth guidelines by which student rights and responsibilities are <del>to be</del> determined, consistent with law and regulations.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students <del>of the District</del>. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board Policy and school rules <del>these guidelines</del>.</p>
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>Attendant upon the rights established for each student are certain responsibilities <del>which</del>. <del>Student responsibilities</del> include regular school attendance; conscientious effort in classroom work and homework; <del>and</del> conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner. <del>Student share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of fellow students.</del></p>

SC 510  
~~Title 22 Se. 12.1~~  
 22 PA Code 4.4,  
 12.1, 12.3, 12.4,  
 12.9

22 PA Code 12.2,  
 12.3  
 Pol. 204, 218, 220

**POLICY NO. 235  
STUDENT RIGHTS AND RESPONSIBILITIES**

~~Students shall express their ideas and opinions in a respectful manner so as not to offend or slander others.~~

It shall be the responsibility of the students to:

~~a. respect the rights of administrators, teachers, students and all others who are involved in the educational process;~~

~~b.1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself~~ **themselves in accordance with them;** accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.

~~e.2. be willing to V~~ volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.;

~~d.3. Dress and groom themselves~~ to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.;

~~e. assume that until a rule is waived, altered or repealed, it is in full effect;~~

~~f.4. A~~ assist the school staff in operating a safe school ~~for all students enrolled therein;~~

~~g.5. be aware of and e~~ Comply with federal, sState and local laws.;

~~h.6. E~~ exercise proper care when using ~~district~~ **public** facilities, **school supplies** and equipment.;

~~i.7. A~~ attend school daily, except when excused, and be on time for all classes and other school functions.

~~j.8. make all necessary arrangements for M~~ **makeing** up work when absent from school.;

~~k.9. P~~ursue and attempt to **satisfactorily** complete

22 PA Code 12.2

~~Policy 218~~  
Pol. 218

Pol. 221

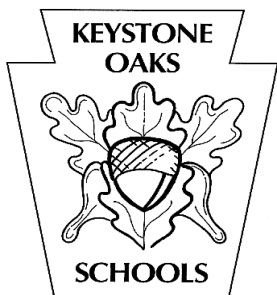
Pol. 224

Pol. 204  
~~Policy 224~~

~~Policy 204~~

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 235</b> <b>STUDENT RIGHTS AND RESPONSIBILITIES</b></p> <p><del>satisfactorily</del> the courses of study prescribed by <del>State and</del> local school authorities.;</p> <p><del>10.</del> Report accurately in student media <del>express ideas and opinions in a respectful manner so as not to offend or slander others;</del> and.</p> <p><del>m.11.</del> Not use obscene language <del>avoid inaccuracies</del> in student <del>media newspapers or publications and use of indecent or obscene language</del> or on school property.</p> <p>Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.</p> <p>A listing of students’ rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop <del>and promulgate</del> administrative <del>regulations</del> <del>procedures</del> consistent with law and Board policy to ensure that student rights under <del>specific</del> <del>varying</del> conditions are properly <del>recognized and maintained</del> <del>described</del>.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9</p> <p>Board Policy – Pol. 204, 218, 220, 221, 224, 233</p> <p>Revision History: October 19, 1998 <del>SC 510</del> <del>PA Code Title 22 Sec. 12.1, 12.2</del></p>	<p>Pol. 220</p> <p>Pol. 220 <del>Policy 212, 217</del></p> <p>Pol. 218, 233</p> <p>22 PA Code 12.3 Pol. 218</p>
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# Policy Guide



Policy No. 2365.1

Section PUPILS

Title STUDENT RIGHTS/SURVEYS

Adopted JUNE 28, 2007

Revised \_\_\_\_\_

<b>POLICY NO. 235.165</b> <b><del>STUDENT RIGHTS/SURVEYS</del></b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p><del>The Board recognizes the importance of all students' rights to privacy of certain personal information as well as the right of parental access and review of materials which will be distributed to children in connection with third party surveys which may be distributed to students on occasion.</del></p> <p>This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Personal information</b> – Any individually identifiable information including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.</p> <p>For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:</p> <ol style="list-style-type: none"> <li>1. Political affiliations or beliefs of the student or student's parent/guardian.</li> <li>2. Mental or psychological problems of the student or student's family.</li> <li>3. Sex behavior or attitudes.</li> <li>4. Illegal, anti-social, self-incriminating or demeaning</li> </ol>

20 U.S.C. 1232h

20 U.S.C. 1232h

**POLICY NO. 235.165**  
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behavior.

5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

**Section 3**

**Authority**

~~The Board has the authority and responsibility to establish rules and regulations for the conduct and behavior of District students. At the same time, no student shall be deprived of his/her right to privacy of personal information, equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. To this end, S~~urveys conducted by outside agencies, organizations and individuals shall ~~must~~ be approved by the Board, based on the Superintendent's recommendation, prior to administration to students, ~~to ensure the privacy of personal information of students will not be compromised.~~

**Section 4**

**Guidelines**

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under

22 PA Code 12.41

20 U.S.C. 1232h

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eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.

20 U.S.C. 1232h  
Pol 105.1

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

22 PA Code 12.41  
20 U.S.C. 1232h

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.

22 PA Code 4.4,  
12.41  
20 U.S.C. 1232h

Student Surveys

~~Prior to the administration of all surveys and other instruments used to collect information from students, the District shall notify the parents or guardians of the nature and scope of the surveys and their relationship to the educational program of the student.~~

~~Students over the age of eighteen (18) and parents, if the student involved is a minor, shall also be notified of their right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student and the right to opt the student out of participation. All requests for inspections and elections to opt out shall be in writing and submitted to the Superintendent.~~

~~All surveys or evaluations will be conducted on a voluntary basis and the district will implement procedures to protect student identity and privacy as it pertains to all surveys and other~~



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~~instruments used to collect information.~~

~~In addition to the above notification requirements, no student shall be required, without the written prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:~~

- ~~1. political affiliations or beliefs of the student or of the student's parent;~~
- ~~2. sex behavior or attitudes;~~
- ~~3. illegal, anti-social, self-incriminating, or demeaning behavior;~~
- ~~4. critical appraisals of other individuals with whom respondents have close family relationships;~~
- ~~5. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~6. religious practices, affiliations, or beliefs of the student or of the student's parent; or~~
- ~~7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

Collection of Information for Marketing, Sales or Other Distribution Purposes

The District shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.

20 U.S.C. 1232h

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of

20 U.S.C. 1232h

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 235.165</b> <b>STUDENT RIGHTS/SURVEYS</b></p> <p>participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.</p> <p>This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.</p> <p><u>Student and Parent/Guardian Rights</u></p> <p>Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.</p> <p><del>A student over the age of eighteen (18) and his parents, if the student is a minor, shall also have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.</del></p> <p><del>This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.</del></p> <p><b><u>Notification</u></b></p> <p>The Superintendent or designee shall annually notify parents/guardians and students of <del>concerning</del>:</p> <p>1. <del>Contents of</del>Tthis policy and its availability.;</p>	<p>20 U.S.C. 1232h</p> <p>22 PA Code 4.4, 12.41 20 U.S.C. 1232h</p>
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**POLICY NO. 235.165**  
**STUDENT RIGHTS/SURVEYS**

2. The specific or ~~A~~ approximate dates during the school year when activities described above are ~~that any surveys requesting personal information may be~~ scheduled, or expected to be scheduled.;
3. How to ~~Procedures to~~ request access to survey or other material ~~instruments prior to administration; and~~ described in this policy.
4. How to opt their child ~~Procedures for opting students~~ out of participation in activities ~~surveys~~ as provided in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.41

Protection of Pupil Rights – 20 U.S.C. Sec. 1232h

Board Policy – Pol. 105.1

~~20 U.S. C.A. § 1232h, amended by Pub.L. 107-110 § 1061 effective Jan. 8, 2002, set out as a note under 20 U.S.C.A. § 6301~~

~~Pa. Code, Title 22, Chapter 12~~

# Policy Guide



Policy No. 249

Section PUPILS

Title STUDENT RECRUITMENT-OF STUDENTS BY THE MILITARY

Adopted MAY 18, 1992

Revised OCTOBER 18, 2007;  
OCTOBER 19, 1998

<b>POLICY NO. 249</b>		
<b>STUDENT RECRUITMENT-OF STUDENTS BY THE MILITARY</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p><del>In accordance with federal and state law, the Board shall provide, upon request, disclosure of required information about secondary students to post-secondary educational institutions and to representatives of the armed forces of the United States.</del></p>	
<b>Section 12</b>	<p><b><u>Authority</u></b></p> <p><del>The District shall provide post-secondary institutions, military recruiters and prospective employers equal access to secondary students' names, addresses and telephone numbers, unless the student or parent timely requests that such information not be released without prior written consent.</del></p> <p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>	<p>51 P.S. Sec. 20221 et seq 10 U.S.C. Sec. 7908 20 U.S.C. Sec. 7908</p>
<b>Section 23</b>	<p><b><u>Guidelines</u></b></p> <p><del>1. On or before August 1 of each year, the Superintendent</del></p>	

**POLICY NO. 249**  
**STUDENT RECRUITMENT ~~OF STUDENTS BY THE~~**  
**MILITARY**

~~or his designee shall notify each junior and senior student (male and female) and their parents, that he is required to, and will be, preparing a list, prior to the first academic day of that school year, identifying each of the students by name, home address and telephone number, as required by law. Said notice shall also advise each student over the age of eighteen (18), or in the case of a minor student, each parent, that he/she they have twenty-one (21) calendar days to request, in writing, to the Superintendent, exclusion of the student's name from the list prior to the release of the list.~~

~~2. The annual notice shall also indicate that the School District routinely discloses names, addresses and telephone numbers of students to recruiters, employers and educational institutions, subject to the request of the student's parent, or the student himself, if he is age 18 or older, not to disclose such information without written consent.~~

~~3. A single notice provided through a mailing, the student handbook, or any other method reasonably calculated to inform parents of the above information shall suffice, provided however, that a posting on the District' website will not be sufficient for this purpose.~~

~~4. The Board continues to authorize the high school principal to reserve the right to deny physical access to students when such will materially and substantially interfere with the proper and orderly operation of the school.~~

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

10 U.S.C. Sec. 503  
 20 U.S.C. Sec.  
 7908

The District shall notify parent/guardians of the right of the secondary student or parent/guardian to request that the student information not be released to representatives of postsecondary

51 P.S. Sec. 20222  
 10 U.S.C. Sec. 503  
 20 U.S.C. Sec.

	<p style="text-align: center;"><b>POLICY NO. 249</b> <b>STUDENT RECRUITMENT <del>OF STUDENTS BY THE</del></b> <b>MILITARY</b></p> <p>institutions and/or military recruiters without prior written parental consent.</p> <p>The District shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.</p> <p><b>Section 34</b> <u><b>Delegation of Responsibility</b></u></p> <p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.</p> <p>The Superintendent or designee shall notify parents/guardians prior to the end of the student’s junior year about the provisions of this policy. The notice shall include:</p> <ol style="list-style-type: none"> <li>1. Notice that the school is required by law to routinely disclose names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent’s/guardian’s or secondary student’s request not to disclose such information without prior written parental consent.</li> <li>2. Explanation of the parent’s/guardian’s or secondary student’s right to request that information not be disclosed without prior written parental consent.</li> <li>3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.</li> </ol>	<p>7908</p> <p>51 P.S. Sec. 20222</p>
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**POLICY NO. 249**  
**STUDENT RECRUITMENT-OF STUDENTS BY THE**  
**MILITARY**

References:

Military Affairs – 51 P.S. Sec. 20221 et seq.

National Defense Authorization Act – 10 U.S.C. Sec. 503

Armed Forces Recruiter Access to Students and Student Information – 20 U.S.C. Sec. 7908

Revision History: October 18, 2007; October 19, 1998

~~Statutory References: 51 P.S. § 20221 et seq.;~~  
~~10 U.S.C.A. § 503;~~  
~~20 U.S.C.A. § § 1232g,~~  
~~7908~~

# Policy Guide



Policy No. 806

Section OPERATIONS

Title CHILD/STUDENT ABUSE

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2013;  
JANUARY 27, 2011;  
OCTOBER 15, 2009;  
MARCH 19, 2001

	<p style="text-align: center;"><b>POLICY NO. 806</b>  <b>CHILD/STUDENT ABUSE</b></p> <p><del>This Policy supersedes Board Policies 356, 456, and 556.</del></p> <p><b>Section 1</b>     <u>Authority</u></p> <p><del>The Board adopts this policy to affirm District employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.</del> The Board requires district employees, Independent Contractors and Volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.</p> <p><b>Section 2</b>     <u>Definitions</u></p> <p>The following <del>definitions are for purposes of this policy</del> words and phrases, when used in this policy, shall have the meaning given to them in this section:-</p> <p><b>Adult</b> – an individual eighteen (18) years of age or older.</p> <p><del>Serious Bodily Injury</del> – <del>Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of physical condition or substantial pain function of any bodily member or organ.</del></p>	<p>SC 1205.6                  23 Pa. C.S.A. 6301                  et seq.                  Pol. 333, 818</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p>
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**POLICY NO. 806  
CHILD/STUDENT ABUSE**

**Certifications** – refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.

SC 111  
23 Pa. C.S.A. 6344

**Child Student** – ~~a~~An individual ~~enrolled in a district school~~ under eighteen (18) years of age.

23 Pa. C.S.A. 6303

**Child Abuse** – intentionally, knowingly or recklessly doing ~~Means~~ any of the following:

23 Pa. C.S.A. 6303

1. Causing bodily injury to a child through any recent act or failure to act. ~~Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.~~
- ~~1.~~2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- ~~2.~~3. Causing or substantially contributing to mental injury to a child through any act or failure to act or a series of such acts or failures to act. ~~An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.~~
- ~~3.~~4. Causing sexual abuse or exploitation of a child through any act or failure to act. ~~Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.~~
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. ~~Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.~~

**POLICY NO. 806**  
**CHILD/STUDENT ABUSE**

6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing physical neglect of a child.
8. Engaging in any of the following Recent Acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - c. Forcefully shaking a child under one (1) year of age.
  - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
  - e. Interfering with the breathing of a child.
  - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a form of trafficking in persons or sex trafficking, as those terms are defined in the law.

18 Pa. C.S.A.  
7508.2

42 Pa. C.S.A.  
9799.12, 9799.24,  
9799.55, 9799.58

22 U.S.C. 7102

4.

**POLICY NO. 806**  
**CHILD/STUDENT ABUSE**

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control.
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons.
3. Is necessary for self-defense or defense of another.
4. Is necessary to prevent the child from self-inflicted physical harm.
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.

SC 1205.6

**Independent Contractor** - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

23 Pa. C.S.A. 6303, 6311

**Perpetrator** – a person who has committed child abuse and is a parent/guardian of a child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care

23 Pa. C.S.A. 6303  
22 U.S.C. 7102

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services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child., ~~a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian.~~

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

23 Pa. C.S.A. 6303

**Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:

23 Pa. C.S.A. 6303

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

**Recent ~~A~~act or failure to act~~Omission~~** – any ~~a~~Act or failure to ~~act~~~~omission committed~~ within two (2) years of the date of the report to the ~~relevant state~~~~Department of Public Welfare~~ or county agency.

23 Pa. C.S.A. 6303

**Routine interaction** - regular and repeated contact that is

23 Pa. C.S.A. 6303

**POLICY NO. 806**  
**CHILD/STUDENT ABUSE**

integral to a person's employment or Volunteer responsibilities.

**School Employee** – ~~a~~An individual who is employed by a school or who provides a program, activity or service sponsored by a school ~~in a district school, intermediate unit or area vocational technical school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.~~

23 Pa. C.S.A. 6303

~~Serious~~**Mental i**njury – ~~a~~A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

23 Pa. C.S.A. 6303

1. Renders a child chronically and ~~severely~~ anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. ~~Seriously~~**i**nterferes with a child's ability to accomplish age-appropriate developmental and social tasks.

~~Serious~~**Physical neglect****i**njury – ~~An injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.~~ any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

23 Pa. C.S.A. 6303

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

**Sexual a**Abuse or **e**Exploitation – ~~Includes~~ any of the following:

23 Pa. C.S.A. 6303

1. -The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct, ~~which includes, but is not limited to, the following:~~

**POLICY NO. 806**  
**CHILD/~~STUDENT~~ ABUSE**

- a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated~~ation~~ sexual activity~~-of sexually explicit conduct~~ for the purpose of producing visual depiction, including photographing, videotaping, computer depicting ~~and~~ filming. ~~-of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.~~

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

- 2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** - an individual enrolled in a district school under eighteen (18) years of age.

23 Pa. C.S.A. 6303

<b>POLICY NO. 806 CHILD/STUDENT ABUSE</b>		
<b>Section 3</b>	<b>Volunteer</b> - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.	23 Pa. C.S.A. 6311
	<b><u>Delegation of Responsibility</u></b>	
	<del>In accordance with Board policy,</del> The Superintendent shall:	
	1. <del>Require each candidate</del> <b>applicant</b> for employment, <del>including each covered employee being transferred,</del> to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law. <del>issued within the preceding year, except for those exempted by law.</del>	SC 111 23 Pa. C.S.A. 6344 Pol. 302, 850
	2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.	23 Pa. C.S.A. 6344.3, 6344.4 Pol. 854
	School employees and Independent Contractors shall obtain and submit new certifications every sixty (60) months (five (5) years).	23 Pa. C.S.A. 6344.4
	Certification requirements for Volunteers are addressed separately in Board Policy 916.	Pol. 916
	The Superintendent or designee shall annually notify employees, Independent Contractors, and Volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.	
The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.	23 Pa. C.S.A. 6332	
The Superintendent or designee shall annually inform students,		

**POLICY NO. 806**  
**CHILD/~~STUDENT~~ ABUSE**

parents/guardians, Independent Contractors, Volunteers and employees regarding the contents of this Board policy.

**Section 43** **Guidelines**

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this District, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

Pol. 302, 817.1,  
847, 850, 854  
SC 111.1  
20 U.S.C. 7926

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

20 U.S.C. 7926

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The District, and independent contractors of the District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

SC 1205.6  
Pol. 333, 817.1, 818



	<p style="text-align: center;"><b>POLICY NO. 806</b> <b>CHILD/STUDENT ABUSE</b></p> <ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> <li>2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.</li> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol> <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>The District shall provide each V<del>o</del>lunteer with training on child abuse recognition and reporting.</p> <p><del>CHILD ABUSE BY PERPETRATOR</del></p> <p><u>Duty to Report</u></p> <p>School employees, Independent Contractors and V<del>o</del>lunteers <del>who in the course of employment come into contact with children</del> shall make a report <del>or cause a report to be made when</del> if they have reasonable cause to suspect, <del>on the basis of medical, professional, or other training and experience,</del> that a child <del>under the care, supervision, guidance or training of district employees</del> is a victim of child abuse under any of the following circumstances: <del>including child abuse by an individual who is not a perpetrator.</del></p> <ol style="list-style-type: none"> <li>1. The school employee, Independent Contractor or Volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.</li> <li>2. The school employee, Independent Contractor or Volunteer is directly responsible for the care, supervision, guidance or training of the child.</li> </ol>	<p>Pol. 817.1 SC 2070.1a</p> <p>Pol 847</p> <p>SC 1205.6</p> <p>23 Pa. C.S.A. 6311</p>
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**POLICY NO. 806**  
**CHILD/~~STUDENT~~ ABUSE**

3. A person makes a specific disclosure to a school employee, Independent Contractor or Volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, Independent Contractor or Volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, Independent Contractor or Volunteer in order for that individual to make a report of suspected child abuse.

23 Pa. C.S.A. 6311

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

23 Pa. C.S.A. 6311

~~Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.~~

~~School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, school nurse, guidance counselor and/or coach.~~

Any person who, in good faith, makes a reports ~~or causes the report~~ of suspected child abuse ~~to be made~~, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

23 Pa. C.S.A. 6318

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

23 Pa. C.S.A. 6319

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

18 Pa. C.S.A. 4906.1

Any person who engages in intimidation, retaliation, or

18 Pa. C.S.A. 4958

	<p style="text-align: center;"><b>POLICY NO. 806</b> <b>CHILD/STUDENT ABUSE</b></p> <p>obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.</p> <p>The District shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.</p> <p><del>A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree. Where there is a course of conduct endangering the welfare of a child, the offense constitutes a felony of the third degree.</del></p> <p><del>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.</del></p> <p><u>Reporting Procedures</u></p> <p>School employees, Independent Contractors and V<del>o</del>lunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (<a href="http://www.compass.state.pa.us/cwis">www.compass.state.pa.us/cwis</a>) or an oral report via the statewide toll-free telephone number (1-800-932-0313) <del>notify the building principal</del>. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.</p> <p>A school employee, Independent Contractor, or V<del>o</del>lunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. <del>The</del> Upon notification, the building principal or administrator <del>or Coordinator of Pupil Personnel/Special Education K-12</del> shall then immediately notify the Superintendent or designee that a child abuse report has been</p>	<p>18 Pa. C.S.A. 6320</p> <p>23 Pa. C.S.A. 6305, 6311, 6313</p> <p>23 Pa. C.S.A. 6305, 6311, 6313</p>
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made and if the initial report was made electronically, and also provide a copy of the report confirmation. ~~report the suspected child abuse. If the building principal is not available, the employee is to contact the Coordinator of Pupil Personnel/Special Education K-12.~~

~~In the absence of the building principal and the Coordinator of Pupil Personnel/Special Education K-12, the Superintendent or his/her designee shall make the report.~~

~~Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty eight (48) hours after the oral report. Local law enforcement agencies will also be notified.~~

When a report of suspected child abuse is made by a school employee, Independent Contractor or V~~o~~lunteer as required by law, the District is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, Independent Contractor or V~~o~~lunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be

23 Pa. C.S.A. 6305,  
6311, 6313

23 Pa. C.S.A. 6314

SC 1302.1-A,  
1303-A

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reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

22 PA Code 10.2,  
10.21, 10.22  
Pol. 825

Investigation

The building principal or administrator ~~School officials~~ shall facilitate ~~cooperate~~ with the relevant state ~~Department of Public Welfare~~ or the county agency investigating a report of suspected child abuse, ~~which may include~~ permitting authorized personnel to interview the child while in attendance at school.

23 Pa. C.S.A. 6311,  
6346

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval. In addition, communication will be made with local law enforcement. In the case where a professional employee is being investigated for suspected child abuse, the Superintendent will make a report to the State Ethics Commission.

23 Pa. C.S.A. 6368

~~The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child. Medical summaries or reports of the photographs, x-rays and relevant medical tests taken shall be sent to the county agency at the time the written report is sent or as soon thereafter as possible.~~

Duty To Report

~~A school employee shall immediately contact an administrator when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.~~

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~~If the accused school employee is an administrator, the school employee shall immediately report to law enforcement officials and the district attorney.~~

~~The administrator who receives a report from a school employee or who has independent cause to suspect injury or abuse by a school employee shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.~~

~~A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.~~

~~A school employee who willfully fails to report suspected student abuse by a school employee or who willfully violated the confidentiality of such a report commits a summary offense. An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.~~

**Reporting Procedures**

~~An administrator's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the administrator; name, work, and home address of the school employee, nature of the alleged offense, and any specific comments or observations directly related to the alleged incident and the individuals involved.~~

~~The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.~~

**Investigation**

~~Upon receipt of a report of suspected student abuse, an~~

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~~investigation shall be conducted by law enforcement officials, in cooperation with the district attorney, and a determination made as to what criminal charges, if any, will be filed against the school employee.~~

~~If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.~~

~~School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, which may include permitting authorized personnel to interview a student while in attendance at school.~~

~~Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.~~

~~The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.~~

~~References:~~

~~18 Pa. C.S.A. Sec. 4304~~

~~23 Pa. C.S.A. Sec. 6301, et. seq.~~

~~42 Pa. C.S.A. Sec. 5945~~

~~42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1~~

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References:

School Code – 24 P.S. Sec. 111, 111.1, 1301-A, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22

Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6

Child Exploitation Awareness Education – 24 P.S. Sec.

Educator Discipline Act – 24 P.S. Sec. 2070.1a

Every Student Succeeds Act – 20 U.S.C. Sec. 7926

Title 22 Foreign Relation and Intercourse – 22 U.S.C. Sec. 7102

False Reports of Child Abuse – 18 Pa. C.S.A. Sec. 4906.1

Intimidation, Retaliation or Obstruction in Child Abuse Cases – 18 Pa. C.S.A. Sec. 4958

Operation of Methamphetamine Laboratory – 18 Pa. C.S.A. Sec. 7508.2

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

Registration of Sexual Offenders – 42 Pa. C.S.A. Sec. 9799.12, 9799.24, 9799.55, 9799.58

Board Policy – Pol. 302, 333, 817.1, 818, 825, 847, 850, 854, 916

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