

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, MAY 9, 2017
7:00 PM

BUSINESS/LEGISLATIVE MEETING
TUESDAY, MAY 23, 2017
7:00 PM

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

May 9, 2017 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Celebrating Art's Spring – Ms. Jennifer Hallam**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

May 23, 2017 –Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Highlighting Excellence Presentation – Mrs. Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

May 23, 2017

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. NOMINATIONS FOR THE OFFICE OF TREASURER

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2017.

II. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes and the Work Session Minutes of April 11, 2017, and the Business/Legislative Minutes of April 18, 2017.

III. 2017/2018 BOARD MEETING DATES

It is recommended that the Board approve the 2017/2018 Board Meeting dates listed below through the month of June, 2018:

Tuesday, August 8, 2017	Work Session
Tuesday, August 15, 2017	Business/Legislative Meeting
Tuesday, September 12, 2017	Work Session
Tuesday, September 19, 2017	Business/Legislative Meeting
Tuesday, October 10, 2017	Work Session
Tuesday, October 24, 2017	Business/Legislative Meeting
Tuesday, November 14, 2017	Work Session
Tuesday, November 21, 2017	Business/Legislative Meeting
Tuesday, December 5, 2017	Reorganization/Work Session
Tuesday, December 12, 2017	Business/Legislative Meeting
Tuesday, January 9, 2018	Work Session
Tuesday, January 16, 2018	Business/Legislative Meeting
Tuesday, February 13, 2018	Work Session
Tuesday, February 20, 2018	Business/Legislative Meeting
Tuesday, March 13, 2018	Work Session
Tuesday, March 20, 2018	Business/Legislative Meeting

Tuesday, April 10, 2018
Tuesday, April 17, 2018

Work Session
Business/Legislative Meeting

Tuesday, May 8, 2018
Tuesday, May 22, 2018

Work Session
Business/Legislative Meeting

Tuesday, June 19, 2018
Tuesday, June 26, 2018

Work Session
Business/Legislative Meeting

FOR INFORMATION ONLY

- I.** Parkway West Career and Technology Center Report *Ms. Annie Shaw*
Mr. Donald Howard - Alternate
- II.** SHASDA Report *Ms. Raeann Lindsey*
- III.** Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
- IV.** PSBA/Legislative Report *Mr. Donald Howard*
- V.** Castle Shannon Borough Council Minutes *(Available Online)*
- VI.** Dormont Borough Council Minutes *(Available Online)*
- VII.** Green Tree Borough Council Minutes *(Available Online)*

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

May 23, 2017

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

It is recommended that the Board appoint **Ms. Maureen Connor** as the Administrative Assistant to the Superintendent and also as the Board Secretary and Board Recording Secretary, effective June 1, 2017 at a salary of \$38,000.

II. POLICE MEMORANDUMS OF UNDERSTANDING

In compliance with the School Code, the Administration recommends the renewal of the *Police Memorandums of Understanding with School Entities* with the following boroughs: Castle Shannon, Dormont, Green Tree and Mt. Lebanon. The MOUs are the same verbiage as in previous years, no changes, just a different format.

III. SECOND READING OF POLICY NO. 146: STUDENT SERVICES

It is recommended that the Board approve the SECOND READING of Policy No. 146: *Student Services*.

IV. SECOND READING OF POLICY NO. 207: CONFIDENTIAL COMMUNICATIONS OF STUDENTS

It is recommended that the Board approve the SECOND READING of Policy No. 207: *Confidential Communications of Students*.

V. SECOND READING OF POLICY NO. 216.1: SUPPLEMENTAL DISCIPLINE RECORDS

It is recommended that the Board approve the SECOND READING of Policy No. 216.1: *Supplemental Discipline Records*.

VI. SECOND READING OF POLICY NO. 834: SICK LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 834: *Sick Leave*.

VII. SECOND READING OF POLICY NO. 837: PERSONAL NECESSITY LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 837: *Personal Necessity Leave*.

VIII. SECOND READING OF POLICY NO. 838.1: COMPENSATED PROFESSIONAL LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 838.1: *Compensated Professional Leave*.

IX. SECOND READING OF POLICY NO. 838.1-AR-1: REQUEST FOR COMPENSATED LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 838.1-AR-1: *Request for Compensated Leave*.

X. SECOND READING OF POLICY NO. 838: VACATION

It is recommended that the Board approve the SECOND READING of Policy No. 838: *Vacation*.

XI. SECOND READING OF POLICY NO. 839: UNCOMPENSATED LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 839: *Uncompensated Leave*.

XII. SECOND READING OF POLICY NO. 851: DRUG AND SUBSTANCE ABUSE

It is recommended that the Board approve the SECOND READING of Policy No. 851: *Drug and Substance Abuse*.

XIII. FIRST READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS

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

XIV. FIRST READING OF POLICY NO. 817: CONDUCT / DISCIPLINARY PROCEDURES

It is recommended that the Board approve the FIRST READING of Policy No. 817: *Conduct / Disciplinary Procedures*.

XV. FIRST READING OF POLICY NO. 817.1: EDUCATOR MISCONDUCT

It is recommended that the Board approve the FIRST READING of Policy No. 817: *Educator Misconduct*.

XVI. PROFESSIONAL DEVELOPMENT

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

Robert Naser (Presenter)	International Society for Technology in Education San Antonio, Texas June 25-28, 2017	\$2,100.00
Lisa Thoft (Presenter)	International Society for Technology in Education San Antonio, Texas June 25-28, 2017	\$2,100.00
Ann Pfeuffer Abigail Rohe Kelly Seltzer	Elevate! Philadelphia Kindergarten Smorgasboard, LLC Philadelphia, PA July 20-22, 2017	\$924.00 (Total for all)

EDUCATION REPORT

May 23, 2017

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2017/2018

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbook for the 2017/2018 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>iAsi se dice!</i> (Spanish 1)	McGraw-Hill	\$7,411.50 (75 copies @ \$98.82)

PUPIL PERSONNEL REPORT

May 23, 2017

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Instructional Summer Work Program* at the Keystone Oaks High School from June 12-15; June 19, 20, 22; June 26-29, 2017 through July 3, 5, 6, 2017 (7:00 a.m.–12:00 p.m.) for approximately 15 students and two (2) instructors, **Mark Elphinstone** and **Michael Orsi**. The program has both an instructional component and a custodial component.

II. SCHOOL COUNSELING DEPARTMENT – CHAPTER 339: COMPREHENSIVE GUIDANCE PLAN

The Administration recommends that the Board approve the *School Counseling Department – Chapter 339: Comprehensive Guidance Plan* for the District, effective immediately.

For Information Only

This is a requirement in compliance with the Pennsylvania Department of Education and was created under the leadership of Mrs. Suzanne Lochie, Supervisor of Pupil Services, in collaboration with the school counselors, over the past two years.

III. AGREEMENT WITH THE CHILDREN’S INSTITUTE DAY SCHOOL

The Administration recommends that the Board approve the Service Agreement between The Children’s Institute Day School and the Keystone Oaks School District for services related to a District student.

IV. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from June 26-30; July 5-13, 2017 from 8:30 a.m. – 11:45 a.m.

PERSONNEL REPORT

May 23, 2017

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

BOARD ACTION REQUESTED

I. RETIREMENTS

A. Professional Staff

The Administration recommends that the Board accept the retirements of the following professional personnel:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Karen Hagy Keystone Oaks Middle School Effective October 9, 2017	Learning Support	14
Karen Ostrowski Keystone Oaks Middle School Effective September 29, 2017	Physical Education	22
Cynthia Soberg Keystone Oaks Middle School Effective June 21, 2017	Guidance Counselor	21

B. Classified Staff

That Administration recommends that the Board accept the retirement of the following classified employee:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Mariadonna Connolly Keystone Oaks Middle School Effective June 9, 2017	Paraprofessional	21

II. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXXVIII – Mentor Teachers*, it is recommended that the following **mentor teachers** be approved and receive payment of \$725 in accordance with this Article for the 2016/2017 school year:

**Jennifer Bogdanski
Suzanne Deemer
Lori DeMartino
Elisa DiTullio (2 teachers)
Judith Fritz
Kevin Gallagher
Molly Karlovich
Nicole Kochanski
Deborah Leonard**

**John McCarthy
Michelle McSwigan
Mary Poe
Kevin Prince (prorated)
Lainey Resetar
Kelly Seltzer (prorated)
Lisa Thoft
Teresa Zimmerman**

III. LEAVE OF ABSENCES

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

S.M. – Effective May 11, 2017 with an anticipated return date of June 9, 2017.

L.M. – Effective May 1, 2017 with an anticipated return date of May 22, 2017.

IV. EXTENDED SCHOOL YEAR STAFF

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

<u>Name</u>	<u>Position</u>
Hope Harris	Special Education
Kelly Seltzer	Special Education
Ellie Tecza	Special Education
Rachel Truman	Special Education
Ashley Hilliard	Paraprofessional
Jaquilyn Smith	Paraprofessional
Mary Ranalli	Personal Care Assistant
Leslie Romano	Personal Care Assistant
Denise Tunney	Personal Care Assistant

V. SUMMER/PRE-SEASON COACHING POSITIONS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following coaches for the 2017 Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>
Baseball	Joseph Aul Adam Dodson Zachary Galasso

<u>Sport</u>	<u>Coach</u>
Baseball	Matthew McCarthy Jayson Monroe Michael Smith
Boys Basketball	OPEN
Boys Soccer	Sotiri Tsourekis
Cross Country	Judy Fritz Sarah Hardner Lainey Resetar
Football	James Feeney Russell Klein Greg Perry Steve McCormick Jeffrey Sieg
Girls Soccer	Danielle Kandrack Michael Kandrack Jennifer Luciew
Girls Tennis	Leslie Leopold
Girls Volleyball	Michael O'Leary
Golf	Dennis Sarchet Joshua Short
Softball	Kristen Kaminski Mark Kaminski
Wrestling	Al Harris

VI. EXTRA-DUTY – INTRAMURALS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation* it is recommended that the Board approve the following individuals for the 2016/2017 school year:

Building

Aiken Intramurals	Cailin Irvine	\$766.67
	Michael Shuck	\$1,533.33
Dormont Intramurals	Andrew Bell	\$2,300.00
	Edward Hanna	\$2,300.00
Myrtle Intramurals	Kristie Rosgone	\$2,300.00

FINANCE REPORT

May 23, 2017

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF 2017/2018 PROPOSED FINAL BUDGET

The Administration recommends adoption of the 2017/2018 Proposed Final Budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 24, 2017.

For Information Only

The 2017/2018 Proposed Final Budget is estimated at expenditures of \$_____. The expected revenues will be _____ with the levying of _____ mills. The approval of the 2017/2018 Final General Budget is scheduled for June 27, 2017.

II. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

It is recommended that the Board approve annual membership in the *Pennsylvania School Boards Association* for the 2017/2018 school year in the amount of \$13,201.60.

III. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of April 30, 2017 (Check No. 53734 – 53897)	\$843,937.97
B. Risk Management as of April 30, 2017 (None)	\$0.00
C. Food Service Fund as of April 30, 2017 (Check No. 9122 – 9122)	\$81.95
D. Athletics as of April 30, 2017 (None)	\$0.00
E. Capital Reserve as of April 30, 2017 (Check No. 1570 – 1570)	\$3,003.00
TOTAL	\$847,022.92

IV. CONTRACT TO PURCHASE MEALS FROM SCHOOLS –HEAD START

It is recommended the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2017/2018 school year.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 APRIL ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 28,825,224	\$ (49,200)
7000	State Revenue Sources	\$ 10,811,514	\$ 6,823,843	\$ (3,987,671)
8000	Federal Revenue Sources	\$ 847,073	\$ 438,382	\$ (408,691)
Total Revenue		\$ 40,533,011	\$ 36,087,449	\$ (4,445,562)
Expenditures				
100	Salaries	\$ 15,839,295	\$ 10,699,493	\$ 5,139,802
200	Benefits Professional/Technical	\$ 10,401,758	\$ 6,835,240	\$ 3,566,518
300	Services	\$ 1,660,250	\$ 963,922	\$ 696,328
400	Property Services	\$ 1,215,100	\$ 958,031	\$ 257,069
500	Other Services	\$ 4,886,463	\$ 4,017,888	\$ 868,575
600	Supplies/Books	\$ 1,219,475	\$ 1,133,144	\$ 86,331
700	Equipment/Property	\$ 870,175	\$ 803,508	\$ 66,667
800	Other Objects	\$ 967,570	\$ 870,235	\$ 97,335
900	Other Financial Uses	\$ 3,895,000	\$ 3,978,904	\$ (83,904)
Total Expenditures		\$ 40,955,086	\$ 30,260,365	\$ 10,694,721
Revenues exceeding Expenditures		\$ (422,075)	\$ 5,827,084	\$ 6,249,159

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 04/01/2017	\$ 92,370.54	\$ 62,186.14
Deposits	\$ 5,216.40	\$ 4,115.75
Subtotal	\$ 97,586.94	\$ 66,301.89
Expenditures	\$ 4,993.12	\$ 0.00
Cash Balance - 04/30/2017	\$ 92,593.82	\$ 66,301.89

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,701,755
PAYROLL (pass-thru account)	\$ 14,753
FNB SWEEP ACCOUNT	\$ 0
ATHLETIC ACCOUNT	\$ 66,302
PLGIT	\$ 5,952,527
FNB Money Market	\$ 3,505,997
PSDLAF	\$ 155,296
INVEST PROGRAM	\$ 171,761
	<u>\$ 11,568,391</u>
CAFETERIA FUND	
FNB BANK	\$ 400,474
PLGIT	\$ 798,345
	<u>\$ 1,198,819</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 693,181
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 761
	<u>\$ 693,942</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 273,610</u>
GRAND TOTAL	\$ 13,734,762

FACILITIES REPORT

May 23, 2017

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. DORMONT VOLUNTEER FIRE DEPARTMENT TRAINING

The Administration recommends that the Board approve the Dormont Volunteer Fire Department training at Dormont Elementary School on Monday, June 12, 2017.

II. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – MAIN CONTACT

The Administration recommends that the Board appoint **Mr. John Lyon**, Director of Buildings and Grounds, as the main contact for the Federal Emergency Management Agency (FEMA), effective immediately.

III. ADVERTISE FOR ROOFING BIDS

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

Policy Guide



POLICY NO. 146 STUDENT SERVICES		
Section 1	<p><u>Authority</u></p> <p>The Board directs that every six (6) years, the District shall develop a written plan for implementing a comprehensive and integrated K-12 program of student services, based on the needs of students. The plan shall be made available for public inspection and comment in the district’s administrative offices and on the district website for a minimum of twenty-eight (28) days prior to approval by the Board.</p> <p>The Board directs that the student services plan shall be reviewed and revised as necessary.</p>	<p>Title 22 Sec. 4.13, 12.41 Pol. 100</p> <p>Title 22 Sec. 12.41</p>
Section 2	<p><u>Guidelines</u></p> <p>Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the District.</p> <p>The following categories of services shall be provided by the District and included in the student services plan:</p> <ol style="list-style-type: none"> 1. Developmental services that address students’ needs throughout their district enrollment, which include: school counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues. 	<p>Title 22 Sec. 12.41</p> <p>Title 22 Sec. 12.41</p> <p>Pol. 112, 113, 209, 210, 210.1</p>

	<p style="text-align: center;">POLICY NO. 146 STUDENT SERVICES</p> <p>2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.</p> <p>3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.</p> <p>The District shall plan and provide for a Student Assistance Program (SAP) in accordance with applicable law and regulations.</p> <p>The District’s student services shall:</p> <ol style="list-style-type: none"> 1. Be an integral part of the instructional program at all levels of the school system. 2. Provide information to students and parents/guardians about the educational opportunities of the school’s instructional program and how to access those opportunities. 3. Provide career information and assessments to inform students and parents/guardians about work and and post-secondary options available to individual students. 4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children. <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible to develop, implement and monitor a student services plan that complies with state regulations and is available to all students.</p> <p>The Superintendent or designee shall ensure that all persons delivering student services are specifically licensed or certified as required by law or regulations.</p>	<p>SC 1547 Title 22 Sec. 12.42</p> <p>Title 22 Sec. 12.41</p> <p>Pol. 112, 115</p> <p>Pol. 209, 210, 210.1, 227</p> <p>Title 22 Sec. 12.41</p>
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**POLICY NO. 146
STUDENT SERVICES**

References:

School Code – 24 P.S. Sec. 1547

State Board of Education Regulations – 22 PA Code Sec. 4.13,
12.41, 12.42

Board Policy – 100, 112, 113, 115, 209, 209.1, 210, 210.1, 227,
265, 808

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 207

Section PUPILS

Title CONFIDENTIAL COMMUNICATIONS OF STUDENTS

Adopted _____

Revised _____

POLICY NO. 207 CONFIDENTIAL COMMUNICATIONS OF STUDENTS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that certain written and oral communications between students and school personnel are required by law to be maintained as confidential.</p>
Section 2	<p><u>Authority</u></p> <p>The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications with students.</p>
Section 3	<p><u>Guidelines</u></p> <p>Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.</p> <p>Use of a student's confidential communications to school personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.</p>
	<p>Title 22 Sec. 12.12</p> <p>Title 22 Sec. 12.12 42 Pa. C.S.A. Sec. 5945, 8337</p>

**POLICY NO. 207
CONFIDENTIAL COMMUNICATIONS OF STUDENTS**

Section 4

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

In qualifying circumstances, the building principal may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.

References:

State Board of Education Regulations – 22 PA Code Sec. 12.12

Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945

PA Civil Immunity of School Officers/Employees Relating to Drug and Alcohol Abuse – 42 Pa. C.S.A. Sec 8337

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 216.1

Section PUPILS

Title SUPPLEMENTAL DISCIPLINE RECORDS

Adopted _____

Revised _____

POLICY NO. 216.1 SUPPLEMENTAL DISCIPLINE RECORDS		
Section 1	<p><u>Authority</u></p> <p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property in accordance with applicable law.</p>	<p>SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341</p>
Section 2	<p><u>Guidelines</u></p> <p><u>Adjudicated Students</u></p> <p>Applicable law requires a court, through the juvenile probations department, to provide the building principal with information concerning the adjudication of an enrolled student. Such reports are required to include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal or his/her designee must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>	<p>42 Pa. C.S.A. Sec. 6341</p>

**POLICY NO. 216.1
SUPPLEMENTAL DISCIPLINE RECORDS**

Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.

SC 1304-A
Pol. 200

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

SC 1304-A

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to a district school from another school district, a nonpublic school, or other school within this District, the District shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

SC 1305-A
Pol. 216

When a student transfers from a district school to another school district, a nonpublic school or other school within the District, the District shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.

**POLICY NO. 216.1
SUPPLEMENTAL DISCIPLINE RECORDS**

References:

School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A

Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Safe and Drug-Free School and Communities Act – 20 U.S.C. Sec. 7165

Board Policy – 200, 216

Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted _____

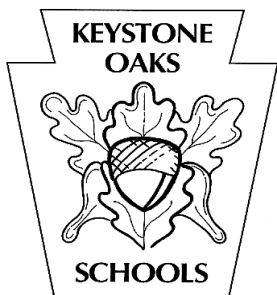
Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 334, 434, AND 534.</p> <p><u>Authority</u></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability or inability to work.</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p>	<p>SC 1154</p> <p>SC 510, 1154</p> <p>Pol. 317, 417, 517, 623</p>
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	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p>Section 2 <u>Guidelines</u></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><u>Records</u></p> <p>The District’s personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Superintendent or his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p> <p>Board Policy – 317, 417, 517, 623, 835</p>	<p>Pol. 835</p> <p>SC 510, 1154</p>
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 837

Section OPERATIONS

Title PERSONAL NECESSITY LEAVE

Adopted _____

Revised _____

	POLICY NO. 837 PERSONAL NECESSITY LEAVE	
	THIS POLICY SHALL SUPERCEDE POLICIES 336, 436, AND 536.	
Section 1	<u>Purpose</u> This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.	
Section 2	<u>Authority</u> The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.	SC 510, 1154
Section 3	<u>Guidelines</u> Personal leave days, bereavement leave days, and emergency leave days, with pay, shall be granted to District employees in accordance with applicable provisions of the Administrative Compensation Plan, individual contracts, Collective Bargaining Agreements, or Board resolution. References: School Code – 24 P.S. 510, 1154	SC 1154

Policy Guide



Policy No. 838

Section OPERATIONS

Title VACATION

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 838 VACATION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 337 AND 537.</p> <p>Section 1 <u>Authority</u></p> <p>The Board shall provide vacation days for eligible employees, consistent with the employee’s request and convenience while considering the District’s management and operational needs.</p> <p>Section 2 <u>Guidelines</u></p> <p><i><u>Eligibility</u></i></p> <p>Vacation time shall be granted in accordance with applicable provisions of the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements or Board resolution.</p> <p><i><u>Application</u></i></p> <p>Eligible administrative employees must make a request for scheduled vacation to the Superintendent or his/her designee in advance of the desired start date. Special consideration shall be given to emergencies.</p> <p>Eligible classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. Vacation time must be approved by the employee’s immediate supervisor.</p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 838
VACATION**

Specific notice periods for requesting vacation may be specified in Administrative Procedures or regulations, the Administrative Compensation Plan or applicable Collective Bargaining Agreements.

Time of Vacation

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

References:

School Code – 24 P.S. Sec. 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 838.1

Section OPERATIONS

Title COMPENSATED PROFESSIONAL LEAVE

Adopted _____

Revised _____

POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE		
Section 1	<p><u>Purpose</u></p> <p>This policy shall establish the District’s parameters for granting professional development and classroom occupational exchange leaves for certificated Administrative and professional employees.</p>	
Section 2	<p><u>Definitions</u></p> <p>Professional Development Leave – A leave of absence granted for the purpose of improving job related professional competencies or obtaining a professional certificate or commission. Such leave shall be directly related to an employee’s professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.</p> <p>Classroom Occupation Exchange Leave – A leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>	<p>SC 1166.1</p> <p>SC 522.2</p>
Section 3	<p><u>Authority</u></p> <p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>	<p>SC 1166.1, 1171</p>

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p> <p><u>Guidelines</u></p> <p style="text-align: center;">Professional Development Leave</p> <p><u>Eligibility</u></p> <p>Eligibility for professional development leave shall be determined, and requests for such leave shall be evaluated, in accordance with the requirements of applicable law, the Administrative Compensation Plan, or applicable Collective Bargaining Agreements.</p>	<p>SC 522.2</p>
	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee’s option.</p> <p><u>Application</u></p> <p>A request for professional development leave must be directly related to the professional responsibilities of the employee, as determined by the Board, and shall be restricted to activities required by state laws and regulations for a professional certificate or commission to improve professional competency. The primary objective of a professional development leave shall be to enable qualified individuals to engage in professional activities that will contribute significantly to the background and skill of the staff members and result in substantial benefit to the District.</p> <p>The number of professional development leaves granted in any school year under this policy shall be limited in accordance with the requirements of law and applicable Collective Bargaining Agreements.</p> <p>Requests for professional development leave shall be submitted on the District form, 838.1-AR-1 Request for Compensated Leave, and forwarded with a detailed plan to the Superintendent.</p>	<p>SC 1166</p> <p>SC 1166.1</p>

**POLICY NO. 838.1
COMPENSATED PROFESSIONAL LEAVE**

All required application materials shall be submitted by May 1 for the following school year and by October 1 for the following semester.

Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request along with such other information required under the requirements of law.

SC 1166.1

The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.

The minimum requirements for leave for a half school term shall consist of any one or combination of the following:

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or combination of the following:

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
3. Three hundred sixty (360) hours of professional development activities.

Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing

SC 1166.1

	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy, and evidence that the employee’s approved plan has been fully complied with during the leave of absence. Failure to submit required reports on time shall result in forfeiture of monies paid by the District. If the employee fails to submit the formal report on time, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which s/he would have been entitled for the period of the absence.</p> <p><u>Commitment of Employee</u></p> <p>Monthly status reports from a person on compensated professional leave are required. Reports shall be submitted to the Superintendent for the months that school is in session at the end of each month, September through May.</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p> <p>Compensable employment may not be engaged in while the employee is on professional development leave.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>	<p>SC 1166.1, 1171</p> <p>SC 1166.1, 1168</p> <p>SC 1168</p>
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**POLICY NO. 838.1
COMPENSATED PROFESSIONAL LEAVE**

Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.

Compensation

During the period of professional development leave, an employee shall be compensated in accordance with the requirements of law and applicable Collective Bargaining Agreements.

While on leave the employee shall be entitled to insurance benefits provided other professional employees of a similar class.

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all school activities.

SC 1169

SC 1166

Classroom Occupation Exchange Leave

Application

All requests for classroom occupational exchange leave are subject to the review and authorization of the Board. All requests must be in writing and shall be forwarded to the Superintendent or designee, with a plan describing the work and experiences to be undertaken and how the experience will be of benefit to the individual and the overall school program.

All required application materials shall be submitted by April 1 for the following school year.

Documentation

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.

	<p style="text-align: center;">POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</p> <p>Upon return from such leave, the employee shall submit to the Board a final report summarizing the work experience and its benefits integrated into the school program or course offerings.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>Employees on classroom occupational exchange leave shall be considered in full-time daily attendance in the position from which leave was granted, during the period of such leave, for the payment of compensation by the District and for the purpose of determining the employee’s length of service, the right to receive increments as provided by law, and the right to make contributions as a member of the Public School Employee’s Retirement Fund and continue membership, but for no other purpose.</p> <p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 522.2, 1166, 1166.1, 1168, 1169, 1171</p>	<p>SC 522.2, 1171</p> <p>SC 1168</p> <p>SC 1168</p> <p>SC 522.2</p>
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KEYSTONE OAKS SCHOOL DISTRICT

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

In compliance with Act 66 of 1996, study sabbaticals have been replaced by leaves for professional development.

NAME _____

DATE _____

BUILDING _____

POSITION _____

1. *Have you completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional, or administrative staff in the public school system of the Commonwealth of Pennsylvania?*

YES

NO

2. *Have you completed five (5) consecutive years of service in the Keystone Oaks School District?*

YES

NO

3. *Are you requesting this leave of absence for professional development for the specific and sole purpose of study?*

YES

NO

4. *Are you requesting a leave of absence for professional development for a period of:*

Half of school term: *First Semester* *Second Semester*

Full school term:

Two half-school terms during a period of two years

5. *Have you, in any point of your professional employment, requested and were granted a previous leave of absence for any purpose?*

YES

NO

If yes, please state the year and reason.

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

HALF SCHOOL TERM

Are you taking the following:

1. *Nine (9) graduate credits?* YES NO
2. *Twelve (12) undergraduate credits?* YES NO
3. *One hundred eighty (180) hours of professional development activities?*
 YES NO
4. *A combination of the above? Please explain.*

FULL SCHOOL TERM

Are you taking the following:

1. *Eighteen (18) graduate credits?* YES NO
2. *Twenty-four (24) undergraduate credits?* YES NO
3. *Three hundred sixty (360) hours of professional development activities?*
 YES NO
4. *A combination of the above? Please explain.*

Please attach to this form the following information:

- A. *name of institution;*
- B. *number of credits; and*
- C. *detailed description of courses.*

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

Any change in your enrollment status (such as dropping a course(s) or signing up for a new course(s), notification must be made to the Superintendent with the supporting documentation.

Employee Signature

Date

Building Principal/Supervisor Signature

Date

Superintendent Signature

Date

Please submit your request to the Superintendent. No requests for professional development leave will be processed without all of the above information completed and this form properly signed.

KEYSTONE OAKS SCHOOL DISTRICT

RETURN TO EMPLOYMENT

In compliance with Act 66 of 1996

Section 1168. Return to Employment

- A. No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of time not less than one school term immediately following such leave of absence.
- B. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.
- C. If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.
- D. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

I have read the above statements and fully understand the terms of "Return to Employment."

Employee Signature

Date

Policy Guide



Policy No. 839

Section OPERATIONS

Title UNCOMPENSATED LEAVE

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 839 UNCOMPENSATED LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 339 AND 539.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that in certain situations an administrative, professional or classified employee may request extended leave for personal reasons, and the District could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p> <p>This policy shall not apply to leave under the Family and Medical Leave Act (Policy No. 835).</p> <p>Section 2 <u>Authority</u></p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken, designate the conditions of return, and require execution of a letter of intent to return.</p> <p>All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Section 3 <u>Guidelines</u></p> <p>The guidelines of this policy shall apply to all district employees; however, additional provisions for professional and classified employees shall be in accordance with the terms of an individual contract, a Collective Bargaining Agreement or Board</p>	<p style="text-align: center;">SC 1154</p>
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**POLICY NO. 839
UNCOMPENSATED LEAVE**

resolution.

Application

Requests for uncompensated leave shall be made to the Superintendent as far in advance of the requested beginning date as is practical under the circumstances.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of up to one (1) school year. Extensions may be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall confirm with the Board his/her intention to return to work at least sixty (60) days prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the District will make a reasonable effort to return the employee to the same or comparable position, if available. The District cannot guarantee that an employee's position will be held during any period of uncompensated leave under this policy.

References:

School Code – 24 P.S. Sec. 1154

Policy Guide



Policy No. 851

Section OPERATIONS

Title EMPLOYEE DRUG AND SUBSTANCE ABUSE

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 851 EMPLOYEE DRUG AND SUBSTANCE ABUSE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICY 551.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that the misuse of drugs by administrative, professional and classified employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by district employees, especially as the use relates to an employee’s safety, efficiency and productivity.</p> <p>The primary purpose and justification for District action will be for the protection of the health, safety and welfare of students, staff and school property.</p> <p>Section 2 <u>Definitions</u></p> <p>Drugs – Shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction – A finding of guilt, including a plea of nolo contendere, imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p>Criminal Drug Statute – A federal or state criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p>	<p>35 P.S. Sec. 780-101 et seq.</p> <p>41 U.S.C. Sec. 8101</p> <p>41 U.S.C. Sec. 8101</p>
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POLICY NO. 851		
EMPLOYEE DRUG AND SUBSTANCE ABUSE		
Section 3	<p>Drug-Free Workplace – The site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p> <p><u>Authority</u></p> <p>The Board requires that each administrative, professional and classified employee be given a copy of this policy and notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statue conviction for a violation occurring in the work place not later than five (5) days after such conviction.</p> <p>Any employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.</p>	<p>41 U.S.C. Sec. 8101</p> <p>SC 111 41 U.S.C. Sec. 8103</p> <p>SC 527 35 P.S. Sec. 780-101 et seq.</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee’s workplace shall be provided by the Superintendent or designee and shall specify the actions that will be taken against the employee for the violation of this policy, up to and including termination and referral for prosecution.</p> <p>Within ten (10) days after receiving notice of the conviction of a district employee, the District shall notify any federal agency or department that is the grantor of funds to the District.</p> <p>The District shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.</p>	<p>41 U.S.C. Sec. 8103, 8104</p> <p>41 U.S.C. Sec. 8103</p> <p>41 U.S.C. Sec. 8103, 8104</p>

POLICY NO. 851
EMPLOYEE DRUG AND SUBSTANCE ABUSE

Section 5

Guidelines

The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

SC 1303-A
Title 22 Sec. 10.2,
10.21
35 P.S. Sec. 780-
102
Pol. 825

~~In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.~~

~~SC 1303-A
Pol. 825~~

Drug-Free Workplace

The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

41 U.S.C. Sec.
8103

In establishing a drug-free workplace, the Superintendent or designee shall inform employees about:

41 U.S.C. Sec.
8103

1. Dangers of drug abuse in the workplace.
2. The Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

POLICY NO. 851
EMPLOYEE DRUG AND SUBSTANCE ABUSE

Performance Enhancing Drugs

The Board prohibits coaches, sponsors, employees and other representatives of the District from encouraging, supplying, promoting, or condoning the use of performance enhancing drugs (prescription and non-prescription) among students.

References:

School Code – 24 P.S. Sec. 111, 527, 1302.1-A, 1303-A

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

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Drug-Free Workplace Act – 41 U.S.C. Sec 8101 et seq.

Board Policy – 817, 825

Policy Guide



Policy No. 203

Section PUPILS

Title COMMUNICABLE DISEASES AND IMMUNIZATION

Adopted JUNE 27, 1998

Revised MARCH 26, 2015;
OCTOBER 19, 1998

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
Section 1	<p><u>Purpose</u></p> <p>In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and guidelines be followed by students, parents/guardians and district staff.</p>	SC 1303a Title 28 Sec. 23.81 et seq.
Section 2	<p><u>Definitions</u></p> <p>Certificate of Immunization – The official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.</p> <p>Medical Certificate – The official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.</p>	Title 28 Sec. 23.82 Title 28 Sec. 23.82

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
Section 2	<p><u>Guidelines</u></p> <p><u>Immunization</u></p> <p>All students shall be immunized against specific^{certain} diseases in accordance with Pennsylvania law and regulations, unless specifically exempt for religious, strong moral or ethical convictions similar to a religious belief or medical reasons.</p> <p>A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.</p> <p>A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds, strong moral or ethical convictions similar to a religious belief or whose physician certifies that the student's physical condition contra-indicates immunization.</p> <p>A student who has not been immunized in accordance with state and/or county regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.</p> <p>Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.</p> <p>Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.</p> <p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building principal.</p>	<p>SC 1303a Title 28 Sec. 23.81 et seq. Title 22 Sec. 11.12</p> <p>Title 28 Sec. 23.85</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84, 23.85</p> <p>Title 28 Sec. 23.85, Pol. 200, 240</p> <p>Title 28 Sec. 23.85</p> <p>SC 1303a</p>

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

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.

Title 28 Sec. 23.83,
27.77

Health Records

~~The District shall require that prior to admission to school for the first time that parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician/nurse practitioner may use such reports to advise the parent of the need for further medical care as set forth in Board policy.~~

Pol. 209

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

SC 1402
Pol. 209216

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

SC 1409
Pol. 216

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

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

Title 28 Sec. 23.85

Communicable Diseases Attendance

The Board authorizes that students who have been diagnosed by a physician or are suspected by the school nurse of having a disease or infectious condition, as described in and defined by regulations issued by the Department of Health, shall be excluded from school for the period indicated by regulations for such disease or infectious condition.

Title 28 Sec. 27.71,
27.72
Pol. 204

<p>Section 3</p>	<p>POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION</p>	
	<p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p>	<p>Title 28 Sec. 27.1, 27.2, 27.23</p>
	<p>Readmission shall be contingent upon verification by the school nurse or, in the absence of the school nurse, the nurse practitioner, or written verification by the student's physician, that the criteria for readmission specified in the regulations for the disease or condition in question have been satisfied.</p>	<p>Title 28 Sec. 27.72, 27.73 Pol. 204</p>
	<p>Students who exhibit certain symptoms, as described in Department of Health regulations, shall be excluded from school unless that student is determined by the school nurse or a physician to be non-communicable. A student so excluded shall not be readmitted until the school nurse determines that the student's condition is not communicable or the student presents a written statement from his or her physician that the student has recovered or is not infectious.</p>	
	<p><u>Education</u></p> <p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations and Board approved curriculum.</p> <p>Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.</p>	<p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>
<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Annually review the State and/or county standards for immunization of studentspupils and direct the responsible District personnel accordingly. 2. Ensure that parents/guardians are being informed prior to a student's admissionentry to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and 	<p>SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol 200, 201</p>	

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

means by which such exemptions may be claimed.

3. **Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.**
4. Investigate and recommend to the Board such District-sponsored programs of immunization as may be warranted to safeguard the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.
5. Promulgate health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

Title 28 Sec. 23.82,
23.85

The Superintendent or designee shall report immunization data electronically to the Department of Health by ~~December 31~~ as required by law ~~December 31~~ of year. If the District is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.

Title 28 Sec. 23.86

References:

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

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

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., **23.82, 23.83, 23.84, 23.85**, 27.1, 27.2, 27.23, 27.71, 27.72. **27.77**

Board Policy – 105.1, 200, 201, 204, 209, **240-246**

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 817

Section OPERATIONS

Policy Guide



Title CONDUCT/DISCIPLINARY PROCEDURES

Adopted _____

Revised _____

	POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES THIS POLICY SHALL SUPERCEDE POLICIES 317, 417, AND 517.		
Section 1	<u>Purpose</u> Effective operation of the District’s programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the District’s business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.		
Section 2	<u>Authority</u> All administrative, professional and classified employees are expected to conduct themselves in a professional manner, consistent with appropriate and orderly behavior, and in a manner which establishes a positive example for students in a public school setting. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently. The Board requires employees to maintain professional, moral and ethical relationships with students at all times.		22 PA Code 235.10 Pol. 847

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
Section 3	<p>The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>	SC 510, 514
	<p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Non-certificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee’s request.</p>	SC 1121, 1122, 1126 1127, 1128 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq.
	<p><u>Guidelines</u></p>	
	<p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall maintain order, perform assigned job functions and carry out directives issued by supervisors.</p>	SC 510
	<p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Threatening actions or conduct, physical or verbal abuse, or verbal or written threats of harm, directed to anyone. 	Pol. 847
	<ol style="list-style-type: none"> 2. Non-professional relationships with students. 3. Causing damage to or destruction of district property, facilities or equipment through intentional, willful or grossly negligent actions or conduct. 4. Forceful or unauthorized entry to, occupation or use of District facilities, buildings, grounds or other property. 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances on school grounds, school vehicles, at school sponsored events on or off school property. 6. Use of profane or abusive language. 	Pol. 851

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
7. Breach of confidential information.		SC 1122
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.		
9. Carrying onto or possessing a weapon on school grounds, school vehicles, at school sponsored events on or off school property without authorization from the appropriate school administrator.		
10. Theft or dishonesty, including falsification or reports.		Pol. 623
11. Violating or otherwise failing to follow Board policies, administrative regulations, rules or procedures.		SC 1122
12. Violation of federal, state, or applicable municipal laws or regulations.		SC 1122
13. Unsatisfactory performance of job duties.		
14. Excessive unexcused absences or tardiness.		
15. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the District, or any activity sponsored or approved by the Board, or other conduct which otherwise exposes the District to loss or liability or damage to reputation.		
<u><i>Arrest or Conviction Reporting Requirements</i></u>		
Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.		SC 111, 2070 9a
Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.		23 Pa. C.S.A. 6344.3

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
Section 4	An employee shall be required to submit new criminal history back ground checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.	SC 111
	An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.	23 Pa. C.S.A. 6344.3
	Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.	SC 111 23 Pa. C.S.A. 6344.3
	<u>Delegation of Responsibility</u>	
	The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.	SC 1122, 1151
Disciplinary rules shall annually be reviewed, updated, and referred to the Board for information purposes.		
References:		
School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1127, 1128, 1129, 1130, 1151		
Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.		
State Board of Education Regulations – 22 PA Code Sec. 235.10		
Title 23 – 23 Pa. C.S.A. 6344.3		
Board Policy – 623, 847, 851		

Policy Guide



Policy No. 817.1

Section OPERATIONS

Title EDUCATOR MISCONDUCT

Adopted- _____

Revised _____

POLICY NO. 817.1 EDUCATOR MISCONDUCT	
Section 1	<p><u>Purpose</u></p> <p>The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.</p>
Section 2	<p><u>Authority</u></p> <p>The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.</p> <p style="text-align: right;">22 PA Code 235.1 et seq. 24 P.S. 2070.1a</p>
Section 3	<p><u>Definitions</u></p> <p>Educator – a person who holds a certificate. 24 P.S. 2070.1b</p> <p>Certificate – any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code. 24 P.S. 2070.1b</p> <p>Sexual Abuse or Exploitation – shall mean any of the following: 23 Pa. C.S.A. 6303</p> <ol style="list-style-type: none"> 1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> 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

**POLICY NO. 817.1
EDUCATOR MISCONDUCT**

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 sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
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.

Sexual Misconduct – any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:

- 1. 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.
- 2. 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.
- 3. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

24 P.S. 2070.1b

<p>Section 4</p>	<p>POLICY NO. 817.1 EDUCATOR MISCONDUCT</p> <p>4. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p>	
	<p><u>Delegation of Responsibility</u></p> <p><u>Duty to Report</u></p> <p>The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:</p> <ol style="list-style-type: none"> 1. Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause. 2. Who has been arrested or convicted of any crime that is graded a misdemeanor or felony. 3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student. 4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice. 5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act. 6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services) 7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63. 	<p>24 P.S. 2070.9a</p> <p>Pol. 806</p>

POLICY NO. 817.1 EDUCATOR MISCONDUCT		
	An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.	24 P.S. 2070.9a
	All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.	24 P.S. 2070.9a
	An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.	SC 111 24 P.S. 2070.9a Pol. 817
	Failure to comply with the reporting requirements may result in professional disciplinary action.	24 P.S. 2070.9c
Section 5	<u>Guidelines</u>	
	<u>Investigation</u>	
	School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.	24 P.S. 2070.11
	Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.	24 P.S. 2070.11
	Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to Department the outcome of its investigation and whether it will	24 P.S. 2070.11

**POLICY NO. 817.1
EDUCATOR MISCONDUCT**

pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the District makes a recommendation concerning discipline, it shall notify the educator of such recommendation.

Confidentiality Agreements

The District shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.

24 P.S. 2070.11

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.

24 P.S. 2070.17b

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The District also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.

24 P.S. 2070.17a

References:

School Code – 24 P.S. Sec. 111

Educator Discipline Act – 24 P.S. Sect 2070.1 et seq.

Pennsylvania’s Code of Professional Practice and Conduct for Educators – 22 PA Code Sec. 235.1 et seq.

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

Board Policy – 806, 817