



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

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION**

**TUESDAY, AUGUST 8, 2017**  
**7:00 PM**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, AUGUST 15, 2017**  
**7:00 PM**

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

**August 8, 2017 – Work Session**

**7:00 PM      Meeting**

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

**August 15, 2017 –Business/Legislative Meeting**

**7:00 PM      Meeting**

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

# **BOARD PRESIDENT'S REPORT**

**August 15, 2017**

**Mr. Matthew Cesario**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of June 20, 2017, and the Business/Legislative Minutes of June 27, 2017.

### **II. SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 32BJ AGREEMENT, JULY 1, 2017 – JUNE 30, 2020**

The Administration recommends that the Board ratify the Agreement between the Keystone Oaks School District and the Service Employees' International Union Local 32BJ from July 1, 2017 through June 30, 2020.

## **FOR INFORMATION ONLY**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | Parkway West Career and Technology Center Report    | <i>Ms. Annie Shaw</i><br><i>Mr. Donald Howard - Alternate</i> |
| <b>II.</b>   | SHASDA Report                                       | <i>Ms. Raeann Lindsey</i>                                     |
| <b>III.</b>  | Keystone Oaks Foundation for Educational Excellence | <i>Mr. Donald Howard</i>                                      |
| <b>IV.</b>   | PSBA/Legislative Report                             | <i>Mr. Donald Howard</i>                                      |
| <b>V.</b>    | Castle Shannon Borough Council Minutes              | <i>(Available Online)</i>                                     |
| <b>VI.</b>   | Dormont Borough Council Minutes                     | <i>(Available Online)</i>                                     |
| <b>VII.</b>  | Green Tree Borough Council Minutes                  | <i>(Available Online)</i>                                     |
| <b>VIII.</b> | <b>EXECUTIVE SESSION</b>                            |   |

# **SUPERINTENDENT'S REPORT**

**August 15, 2017**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING OF POLICY NO. 204: ATTENDANCE**

It is recommended that the Board approve the SECOND READING of Policy No. 204: *Attendance*.

### **II. SECOND READING OF POLICY NO. 247: HAZING**

It is recommended that the Board approve the SECOND READING of Policy No. 247: *Hazing*.

### **III. SECOND READING OF POLICY NO. 823: USE OF TOBACCO AND VAPOR PRODUCTS**

It is recommended that the Board approve the SECOND READING of Policy No. 823: *Use of Tobacco and Vapor Products*.

### **IV. SECOND READING OF POLICY NO. 847: MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES**

It is recommended that the Board approve the SECOND READING of Policy No. 847: *Maintaining Professional Adult/Student Boundaries*.

### **V. 2018 KENNYWOOD PICNIC**

It is recommended that the Board approve the contract between the Keystone Oaks School District and Kennywood establishing **Wednesday, June 20, 2018** as the Kennywood Picnic Day for the 2017/2018 school year.

# EDUCATION REPORT

August 15, 2017

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ALLEGHENY INTERMEDIATE UNIT

It is recommended that the Board approve the agreements between the Keystone Oaks School District and the Allegheny Intermediate Unit to provide nonpublic services for Title I and Title II at a cost not to exceed \$79,183.26.

#### For Information Only

The funds will be paid from the district's Federal Programs grant.

### II. HIGH SCHOOL COURSES

In compliance with *Board Policy 106.1 – Course of Study Enrollment – High School*, it is recommended that the Board approve the following high school courses with an enrollment under 12 students:

- a. Advanced Creative Writing
- b. AP Comparative Government and Politics
- c. AP Computer Science Principles
- d. AP Physics
- e. CP Chemistry II
- f. French IV
- g. Spanish V

# **PUPIL PERSONNEL REPORT**

**August 15, 2017**

**Dr. William Stropkaj**

## **I. PEER JURY SCHOOL-BASED DIVERSION PROGRAM**

The Administration recommends that the Board approve the Peer Jury School-Based Diversion Program to continue at the Keystone Oaks Middle School and the Keystone Oaks High School (under the direction of Officer John Bruner) for the 2017/2018 school year.

## **II. SCHOOL DENTAL SERVICES – DR. GEORGE ROYER**

The Administration recommends that the Board approve the Agreement for School Dentist Services with **George Royer, D.M.D.**, for the 2017/2018 school year at a cost of \$15.00 per dental exam.

## **III. SCHOOL PHYSICIANS – DR. MARC YESTER**

The Administration recommends that the Board authorize **Dr. Marc Yester** as the school physician for the 2017/2018 school year at a cost of \$20 per physical examination.

# PERSONNEL REPORT

August 15, 2017

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

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

The Administration recommends that the Board accept the resignation of **Amanda Solomon**, Special Education Teacher, Dormont Elementary, effective, August 8, 2017.

### II. APPOINTMENTS

#### A. Professional Employees

In compliance with *Board Policy No. 850 – Employment of District Staff*, and the Keystone Oaks Education Association Agreement 2011-2017, the Administration recommends the employment of:

##### **Carly Devine**

Guidance Counselor – Myrtle Elementary  
Effective August 22, 2017  
Salary-\$44,500.00 (M, Level 15)

#### B. Substitute Custodian

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individual as a substitute custodian, pending receipt of all required legal documents and clearances:

Paul Whalen	Effective July 26, 2017
Zachary McKay	Effective August 15, 2017

**C. Food Service Personnel**

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individuals as Food Service employees for the 2017/2018 school year:

<u>Name</u>	<u>Hourly Wage</u>
Ann Amoroso	\$11.86
Christine Anderson	\$9.55
Tina Blodgett Darr	\$9.27
Trista Boyes	\$16.65
Ryan Briggs	\$19.34
Tina Conn	\$11.18
Gina Delfine	\$13.03
Frances Edwards	\$12.30
Laura Gibson	\$10.66
Lyssa Glaze	\$9.56
Kathy Hrivnak	\$9.63
Pat Joseph	\$9.27
Sandy Kaminski	\$13.79
Jennifer Lashley	\$17.42
James Lopinto	\$9.36
Barbara Maide	\$9.27
Kris Malia	\$10.75
Lynn Mathews	\$11.03
Robin Phillips	\$9.27
Barbara Routh	\$9.56
Tracey Slagle	\$13.24
Kim Stubinger	\$10.76
Penny Walters	\$11.62

**D. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2017, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation* it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Soccer (Girls)	Assistant	Emily Doyle	\$3,270.00



### III. ACTIVITIES SPONSOR

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2017, Article XXVIII, Extra Duty Compensation, Sub-Section C – Activities Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Sponsor</u>	<u>Sport</u>	<u>Compensation</u>
Chelsea Fredrickson	Kaydeens	\$1,550.00
Chelsea Fredrickson	Silks	\$1,650.00
Marena Grondziowski	Marching Assistant	\$2,400.00
Abigail Langhorst	Percussion Coordinator	\$1,800.00

### IV. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011-2017, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article:

#### A. Secondary Teacher Stipends for Teaching More than One Course during the second semester of the 2016/2017 school year

William Eibeck	\$1,000
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### V. TENURE

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on August 24, 2017 with a Professional Contract:

Andrew Bell	Dormont Elementary School
Jessica Clegg	Myrtle Elementary School
Nancy Mercalde	Keystone Oaks High School
Christina Thomas	Keystone Oaks Middle School
Zachary Whitfield	Myrtle Elementary School

### VI. LEAVE OF ABSENCE

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

N.K. – Effective August 22, 2017 with an anticipated return date of January 15, 2018.

J.S. – Effective September 22, 2017 with an anticipated return date of January 19, 2018.

# FINANCE REPORT

August 15, 2017

Mrs. Theresa Lydon, Chairperson

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of July 31, 2017 (Check No. 54141 – 54600)	\$1,726,955.98
B. Risk Management as of July 31, 2017 (None)	\$0.00
C. Food Service Fund as of July 31, 2017 (Check No. 9124 – 9128)	\$672.27
D. Athletics as of July 31, 2017 (None)	\$0.00
E. Capital Reserve as of July 31, 2017 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,727,628.25</b>

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 JUNE ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 28,874,424	\$ 29,845,184	\$ 970,760
7000	State Revenue Sources	\$ 10,811,544	\$ 10,409,552	\$ (401,992)
8000	Federal Revenue Sources	\$ 847,073	\$ 516,180	\$ (330,893)
<b>Total Revenue</b>		<b>\$ 40,533,041</b>	<b>\$ 40,770,916</b>	<b>\$ 237,875</b>
<b>Expenditures</b>				
100	Salaries	\$ 15,839,295	\$ 15,782,863*	\$ 56,432
200	Benefits Professional/Technical	\$ 10,401,758	\$ 9,293,884**	\$ 1,107,874
300	Services	\$ 1,660,250	\$ 1,425,003	\$ 235,247
400	Property Services	\$ 1,215,100	\$ 1,134,881	\$ 80,219
500	Other Services	\$ 4,886,463	\$ 4,613,777	\$ 272,686
600	Supplies/Books	\$ 1,219,475	\$ 1,380,092	\$ (160,617)
700	Equipment/Property	\$ 870,175	\$ 819,585	\$ 50,590
800	Other Objects	\$ 967,570	\$ 887,822	\$ 79,748
900	Other Financial Uses	\$ 3,895,000	\$ 4,006,160	\$ (111,160)
<b>Total Expenditures</b>		<b>\$ 40,955,086</b>	<b>\$ 39,344,067</b>	<b>\$ 1,611,019</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (422,045)</b>	<b>\$ 1,426,849</b>	

\*This figure includes teacher salaries owed for the 2016/2017 school year and paid through August 31, 2017.

\*\*This figure includes teacher benefits for the 2016/2017 school year and paid through August 31, 2017.

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JUNE 2017**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 06/01/2017	\$ 96,018.11	\$ 66,322.87
Deposits	\$ 1,538.50	\$ 19.08
Subtotal	\$ 97,556.61	\$ 66,341.95
Expenditures	\$ 7,738.09	\$ 0.00
Cash Balance - 06/30/2017	\$ 89,818.52	\$ 66,341.95

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 2017**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 07/01/2017	\$ 89,818.52	\$ 66,341.95
Deposits	\$ 26.01	\$ 19.09
Subtotal	\$ 89,844.53	\$ 66,361.04
Expenditures	\$ 1,697.06	\$ 0.00
Cash Balance - 07/31/2017	\$ 88,147.47	\$ 66,361.04

#### IV. BANK BALANCES

##### BANK BALANCES PER STATEMENT AS OF JUNE 30, 2017

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,699,997
PAYROLL (pass-thru account)	\$ 12,438
FNB SWEEP ACCOUNT	\$ 446,713
ATHLETIC ACCOUNT	\$ 66,342
PLGIT	\$ 5,214,626
FNB Money Market	\$ 1,018,538
PSDLAF	\$ 155,470
INVEST PROGRAM	<u>\$ 172,019</u>
	<u><b>\$ 8,786,143</b></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 468,008
PLGIT	<u>\$ 885,203</u>
	<u><b>\$ 1,353,211</b></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 320,977
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 762</u>
	<u><b>\$ 321,739</b></u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u><b>\$ 273,846</b></u>
<b>GRAND TOTAL</b>	<b>\$ 10,734,939</b>

**BANK BALANCES PER STATEMENT AS OF JULY 31, 2017**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,788,950
PAYROLL (pass-thru account)	\$ 4,190
FNB SWEEP ACCOUNT	\$ 772,433
ATHLETIC ACCOUNT	\$ 66,361
PLGIT	\$ 5,474,677
FNB Money Market	\$ 518,544
PSDLAF	\$ 155,566
INVEST PROGRAM	\$ 172,156
	<u>\$ 8,952,877</u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 469,812
PLGIT	\$ 934,903
	<u>\$ 1,404,715</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 321,111
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 763
	<u>\$ 321,874</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u>\$ 273,959</u>
<b>GRAND TOTAL</b>	<b>\$ 10,953,425</b>

# **FACILITIES REPORT**

**August 15, 2017**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. DESIGNATION OF FEMA REPRESENTATIVE**

It is recommend that the Board approve, **Mr. John Lyon**, Director of Buildings and Grounds, as the FEMA Representative between the Commonwealth of Pennsylvania and the Keystone Oaks School District.

# Policy Guide



Policy No.	<u>204</u>
Section	<u>PUPILS</u>
Title	<u>ATTENDANCE</u>
Adopted	<u>AUGUST 21, 1989</u>
Revised	<u>JUNE 20, 2013; OCTOBER 19, 1998</u>

POLICY NO. 204 ATTENDANCE	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p> <p><del>The Board of Education requires that school age pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</del></p>
Section 2	<p><b><u>Authority</u></b></p> <p>Attendance shall be required of all students enrolled in the schools during the days and hours that <del>the</del> school is in session, except that authorized district staff <del>a principal or teacher</del> may excuse a student for temporary absences upon receipt of <del>when the principal receives</del> satisfactory evidence of <del>such</del> mental, physical, or other urgent conditions which may reasonably cause the student's absence. <del>Urgent reasons shall be strictly construed and do not permit irregular attendance.</del></p> <p>The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>
Section 3	<p><b><u>Definitions</u></b></p>



<p><b>Section 4</b></p>	<p><b>POLICY NO. 204 ATTENDANCE</b></p>	
	<p><b>Compulsory school age</b> shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p>	<p>Title 22 Sec. 11.13 SC 1326</p>
	<p><b>Habitually truant</b> shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p>	<p>SC 1326</p>
	<p><b>Truant</b> shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p>	<p>SC 1326</p>
	<p><b>Person in parental relation</b> shall mean a:</p> <ol style="list-style-type: none"> <li>1. Custodial biological or adoptive parent.</li> <li>2. Noncustodial biological or adoptive parent.</li> <li>3. Guardian of the person of a child.</li> <li>4. Person with whom a child lives and who is acting in a parental role of a child.</li> </ol>	<p>SC 1326</p>
	<p>This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p>	<p>42 Pa. C.S.A. 6302</p>
	<p><b>School-based or community-based attendance improvement program</b> shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p>	<p>SC 1326</p>
	<p><b><u>Delegation of Responsibility</u></b></p>	
	<p>The Superintendent or designee shall annually notify students, parents/guardians, staff and about the District's attendance</p>	<p>Title 22 Sec. 11.41 SC 510.2</p>

**POLICY NO. 204  
ATTENDANCE**

policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations ~~procedures~~ for the attendance of students which:

SC 1332, SC 1339

1. Govern the maintenance ~~keeping~~ of attendance records in accordance with ~~law~~ ~~state statues~~.
2. Detail the process for submission of requests and excuses for student absences. ~~Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.~~
- ~~1.~~3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.  
~~2.~~
4. Ensure that students legally absent have an opportunity to make up work.  
~~3.~~
- ~~4.~~ Ensure a school session that conforms to requirements of state regulations.
- ~~5.~~ Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemable negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
- ~~6.~~ Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p style="color: red;">5. <del>Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under the law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</del></p> <p><b><u>Guidelines</u></b></p> <p><u>Compulsory School Attendance Requirements</u></p> <p>All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.</p> <p><del>Attendance need not always be within the school facilities; but</del> <b>A</b> student <del>shall</del><b>will</b> be considered to be in attendance if present at any place where school is in session by authority of the Board; <del>at the place where</del> the student is receiving approved tutorial instruction or health <del>or therapeutic services care;</del> <del>at the place where</del> the student is engaged in an approved and properly supervised <b>independent study</b>, work-study or career education program; <del>or at home when</del> the student is receiving approved homebound instruction.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this District:</p> <ol style="list-style-type: none"> <li>1. On certification by a physician, <del>psychiatrist</del>, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance.;</li> <li>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.</li> </ol>	<p>SC 1327</p> <p>Title 22 Sec. 11.22, 11.23, 11.28 SC 1327, <del>1329</del> Pol 115, 116, 117, 118</p> <p>SC 1329, 1330 Title 22 Sec. 11.34</p> <p>SC 1327 Title 22 Sec. 11.32 <del>Pol. 116</del></p>
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<b>POLICY NO. 204 ATTENDANCE</b>		
<p><del>2.3.</del> Students attending college who are also enrolled part-time in <del>district</del> the schools of this District shall be counted as being in attendance in this District.</p>		Title 22 Sec. 11.5
<p><del>3.4.</del> Students attending a home education program or private tutoring by properly qualified tutor, subject to the Superintendent's approval; in accordance with law.</p>		SC 1327, 1327.1 Pol. 116, 137 Title 22 Sec. 11.31, 11.31a
<p><del>4.5.</del> Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.;</p>		SC 1327
<p><del>5.6.</del> Students <del>Children</del> fifteen (15) years of age, <del>or</del> and fourteen (14) years of age who have completed the highest elementary <del>sixth</del> grade, <del>who are</del> engaged in farm work, or private domestic service under duly issued permits. <del>;</del> <del>and</del></p>		SC 1330
<p><del>6.7.</del> Students <del>children</del> sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>		SC 1330 Title 22 Sec. 11.28
<p><u>Excused/Lawful Absence</u></p> <p>For purposes of this policy, <del>The Board considers</del> the following conditions or situations <del>to</del> constitute reasonable cause for absence from school:</p>		
<p>1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.</p>		Title 22 Sec. 11.25 <del>34</del> SC 1329
<p>2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.</p>		SC 1329
<p>3. Quarantine.</p>		
<p><del>2.4.</del> Family emergency.</p>		
<p><del>3.5.</del> Recovery from accident.</p>		
<p><del>4.6.</del> Required court attendance.</p>		

**POLICY NO. 204  
ATTENDANCE**

- 7. Death in the family.
- 8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- ~~5.~~9. Observance of a religious holiday observed by a bona fide religious group, upon prior written parental/guardian request.
- 10. Nonschool-sponsored ~~Family~~ educational tours or trips, if the following conditions are met:-
  - ~~6.~~a. The parent/guardian submits a written request for excusal prior to the absence.
  - ~~7.~~b. The student's participation has been approved by the Superintendent or designee.
  - ~~8.~~c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
  - ~~9.~~
- 11. { } College or postsecondary institution visit, with prior approval.
- 12. { } Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Title 22 Sec. 11.41  
SC 1329

Title 22 Sec. 11.21

SC 1329  
Title 22 Sec. 1.26

Title 22 Sec. 11.25  
SC 1329

The District may limit the number and duration of non-school-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the year.

*Temporary Excusals -*

The following students ~~Board~~ may be temporarily excused ~~the following students~~ from the requirements of attendance at District schools:

	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Students receiving tutorial instruction in a field not offered in the District’s curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student’s regular program of studies.</li>   <li>2. Students participating in a religious instruction program, if the following conditions are met: <ol style="list-style-type: none"> <li>a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.</li>   <li>b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.</li>   <li>c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.</li> </ol> </li>   <li>3. School age <del>Homebound</del> children unable to attend school <del>upon the</del> recommendation of <del>the</del> a school physician and a psychiatrist or, <del>certified</del> school psychologist, or both, <del>a psychiatrist</del> and with approval of the Secretary of Education.</li> </ol> <p><i>Parental Notice of Absence –</i></p> <p>Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall <del>may</del> be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed <del>medical professional physician.</del></p>	<p>SC 510, 1318,1327 Title 22 Sec. 11.22 Pol. 116</p> <p>Title 22 Sec. 11.21 SC 1546</p> <p><del>SC-1327</del></p> <p><del>SC 1332, 1333 Title 22 Sec. 11.25</del></p> <p>Title 22 Sec. 11.34</p>
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**POLICY NO. 204  
ATTENDANCE**

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

SC 1326

An out-of-school suspension may not be considered an unexcused absence.

*Parental Notification –*

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

*Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

SC 1333

The notice shall:

SC 1333

1. Be in the mode and language of communication preferred by the person in parental relation.
2. Include a description of the consequences if the student becomes habitually truant.
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

SC 1333

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement

SC 1333

	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p>Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p> <p><i>School Attendance Improvement Conference –</i></p> <p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.</p> <p>The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p> <p>The following individuals shall be invited to the School Attendance Improvement Conference:</p> <ol style="list-style-type: none"> <li>1. The student.</li> <li>2. The student's person in parental relation.</li> <li>3. Other individuals identified by the person in parental relation who may be a resource.</li> <li>4. Appropriate school personnel.</li> <li>5. Recommended service providers.</li> </ol> <p>Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p> <p>The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p> <p>The District may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.</p>	<p>SC 1333</p> <p>SC 1326</p> <p>SC 1326</p> <p>SC 1333</p> <p>SC 1333</p> <p>SC 1333</p>
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<b>POLICY NO. 204 ATTENDANCE</b>	
<i>Student is Habitually Truant -</i>	
When a student under fifteen (15) years of age is habitually truant, district staff:	SC 1333.1
<ol style="list-style-type: none"> <li>1. Shall refer the student to: <ol style="list-style-type: none"> <li>a. A school-based or community-based attendance improvement program; or</li> <li>b. The local children and youth agency.</li> </ol> </li> <li>2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.</li> </ol>	SC 1333.1
When a student fifteen (15) years of age or older is habitually truant, district staff shall:	SC 1333.1
<ol style="list-style-type: none"> <li>1. Refer the student to a school-based or community-based attendance improvement program; or</li> <li>2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.</li> </ol>	
District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.	SC 1333.1
Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.	SC 1333.1
<i>Filing a Citation -</i>	
A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.	SC 1333.2

	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p> <p><u>Special Needs and Accommodations</u></p> <p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Supervisor of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510.2, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1339, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 1.26, 11.5, 11.13, 11.21, 11.22, 11.23, 11.25, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1</p> <p>Title 42 – 42 Pa. C.S.A. 6302</p> <p>Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137</p> <p><del>All absences occasioned by the observance of the student’s religion on a day approved by the Board as a religious holiday or for religious instruction shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on that</del></p>	<p>SC 1333.2</p> <p>Pol 103.1, 113, 113.3, 114</p> <p>Pol. 103.1, 113, 114</p> <p>SC 1333</p> <p>Title 22 Sec. 11.26</p>
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	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p><del>date. Excusal for religious instruction is limited to a total of not more than thirty six (36) hours per school year.</del></p> <p><del>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.</del></p> <p style="padding-left: 40px;"><del>1. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</del></p> <p><del>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</del></p> <p><del>Notice will be issued to the parents/guardians following three (3) days of illegal absence or the equivalent.</del></p> <p><del>The notice remains in effect continuously for the period of compulsory attendance, not merely for the school year when the notice was issued.</del></p> <p><del>No additional notice is necessary throughout the remainder of a student's school career.</del></p> <p><del>Subsequent illegal absences of one day or the equivalent will be reason to file charges against the parent/guardian and student (age 13-17) with the appropriate local authorities.</del></p> <p><del>For the purposes of this policy, there are four categories of absences: "illegal," "excused," "unexcused," and "disciplinary." An "illegal" absence is an unexcused absence (not resulting from a disciplinary suspension) of a pupil of compulsory school age, under 17 years of age. An "excused" absence results from illness, quarantine, death in the immediate family, impassable roads, observance of a recognized religious holiday, and professional medical treatment. An "excused" absence may also be an absence approved in advance by the building principal. An "unexcused" absence results from a student age 17 or over absent without parental consent or excuse. A "disciplinary"</del></p>	<p><del>Title 22 Sec. 11.21</del></p> <p><del>SC 510, 1318</del></p> <p><del>SC 1330</del></p> <p><del>Title 22 Sec. 11.5, 11.32</del></p> <p><del>Title 22 Sec. 11.31</del></p>
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**POLICY NO. 204  
ATTENDANCE**

~~absence results from imposition by the School District of disciplinary measures upon the student that by definition preclude his/her attendance. "Disciplinary" absences do not, however, include absences resulting from the imposition of sanctions upon the student by the criminal or juvenile court system.~~

SC-1327

SC-1330

~~Instances of tardiness to school may be aggregated to equal a day of absence.~~

~~Parents may seek permission to have a student excused from school to travel or vacation away from home for a maximum of five school days each year. This absence will be marked excused provided:~~

- ~~1. The building principal receives a written request from the parent/guardian prior to the student's absence asking to have the student excused for the purpose of vacation and travel. This request shall be made at least one (1) week before the absence.~~
- ~~2. Following the principal's approval, the student will be given a homework completion form that requires his/her teachers' signatures and prompts the teachers to provide the work that is to be completed during the absence.~~
- ~~3. Upon return to school, the student shall have up to five (5) days to complete and hand in the assigned work. The student is responsible for handing in the homework completion form to the principal's office. The form is signed by each of his/her teachers verifying the satisfactory completion of all work missed.~~
- ~~4. If the work is not satisfactorily completed within the five (5) day period and/or the homework completion form is not handed into the principal's office, the absence will be marked as unexcused.~~

~~A student who is absent or tardy must by law submit a written excuse from parent(s)/guardian(s) stating the exact reason for the absence or tardy and the exact date of the absences or tardies. If no excuse is submitted, the absence or tardies will be marked as unexcused. Any absences not deemed appropriate by school authorities shall be marked as unexcused.~~

**POLICY NO. 204  
ATTENDANCE**

~~Any student who fails to submit a written excuse from a parent/guardian within five (5) school days shall have their absences or tardies marked as unexcused and be subject to discipline action and possible prosecution before the appropriate district magistrate.~~

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 247

Section PUPILS

Title HAZING

Adopted- \_\_\_\_\_

Revised \_\_\_\_\_

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	<b>POLICY NO. 247 HAZING</b>	
	<b>THIS POLICY SHALL SUPERSEDE POLICY 257.</b>	
<b>Section 1</b>	<b><u>Purpose</u></b>  The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.	
<b>Section 2</b>	<b><u>Definitions</u></b>  For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:  1. Any brutality of a physical nature, such as whipping, beating, branding.  2. Forced calisthenics.  3. Exposure to the elements.  4. Forced consumption of any food, liquor, drug or other substance.  5. Any other forced physical activity which could	24 P.S. Sec. 5352

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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>6. Any willful destruction or removal of public or private property.</p> <p>For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be a “forced” activity or the subject feels coerced into participation, the willingness of an individual to participate in such activity notwithstanding.</p> <p>For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the District.</p>	<p>24 P.S. Sec. 5352</p>
<p><b>Section 3</b></p>	<p><b><u>Authority</u></b></p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who have been subjected to hazing or become aware of a hazing to promptly report such incidents to any staff member.</p>	<p>SC 511 24 P.S. Sec. 5354 Pol. 122,123</p>
<p><b>Section 4</b></p>	<p><b><u>Delegation of Responsibility</u></b></p> <p>Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct.</p>	

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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.</p> <p><b><u>Guidelines</u></b></p> <p>In addition to posting this policy on the district’s website, the District shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means including publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization. These individuals must acknowledge that they have read and understood this policy.</p> <p><b><u>Complaint Procedure</u></b></p> <ol style="list-style-type: none"> <li>1. When a student believes that s/he has been subject to hazing or is aware of a hazing incident, the student shall promptly report the incident, orally or in writing, to any staff member. Staff members shall report such incidents to their immediate supervisor.</li> <li>2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. The principal shall also notify the Superintendent of the investigation.</li> <li>3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.</li> <li>4. The District shall document the corrective action taken.</li> </ol>	<p>24 P.S. Sec. 5354</p> <p>SC 511 24 P.S. Sec. 5354</p>
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<b>POLICY NO. 247 HAZING</b>	
<u>Consequences for Violations</u>	
If the investigation results in a substantiated finding of hazing, or an attempt to circumvent or impede an investigation the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.	SC 511 24 P.S. Sec. 5354 Pol. 218, 233
Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.	24 P.S. Sec. 5354 Pol. 218
If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.	Pol. 817
If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include revocation of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.	24 P.S. Sec. 5354
Any person who causes or participates in hazing and/or is knowledgeable of a hazing event and fails to report may also be subject to criminal prosecution.	24 P.S. Sec. 5353
References:	
School Code – 24 P.S. Sec. 511	
Anti-hazing Law – 24 P.S. Sec. 5351 et seq	
Board Policy – 122, 123, 218, 233, 817	

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Policy No. 823

Section OPERATIONS

# Policy

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# Guide



Title USE OF TOBACCO AND VAPOR PRODUCTS ~~TOBACCO-FREE~~ ENVIRONMENT

Adopted AUGUST 21, 1989

Revised APRIL 18, 2013;  
MARCH 19, 2001

	<p style="text-align: center;"><b>POLICY NO. 823</b> <b>USE OF TOBACCO AND VAPOR PRODUCTS <del>FREE</del> ENVIRONMENT</b></p> <p style="text-align: center;"><del>This policy supersedes Policy 222.</del></p> <p><b>Section 1</b> <u>Purpose</u><del>Rationale</del></p> <p>The Board recognizes that tobacco and vapor products, that may or may not contain nicotine, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p> <p><del>The Keystone Oaks School District recognizes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school related or school sponsored events is detrimental to the health and safety of students, staff, and visitors. Tobacco use has been implicated in illnesses such as respiratory diseases and cancer of the lungs, larynx and bladder, and a contributing factor in coronary artery diseases and peripheral vascular diseases. Second hand smoke is a threat to the personal health of everyone exposed to it. The Keystone Oaks School District cannot, even by indirection, condone the use of tobacco products because of its possible harm to personal wellbeing.</del></p>	
<p><b>Section 2</b></p>	<p><u>Definitions</u></p> <p>Tobacco Use – The use and/or possession <del>Smoking which means carrying or having in one’s possession</del> of a lighted or</p>	<p>18 Pa. C.S.A. Sec. 6306.1</p>

**POLICY NO. 823**  
**USE OF TOBACCO AND VAPOR PRODUCTS**  
**FREE ENVIRONMENT**

35 P.S. Sec. 1223.5

unlighted cigarette, cigar, pipe; ~~or~~ other lighted or unlighted smoking product or material; chewing tobacco and all forms of smokeless tobacco; nicotine patches or chewing gum; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces; as well as look-alike items/devices ~~object giving off or containing any substance giving off smoke chewing, dipping, snuff or any other smokeless tobacco in any form.~~

Vapor Product – The use and/or possession of an atomizer or other device that vaporizes a flavored solution that may or may not contain nicotine. Such products include, but are not limited to, electronic cigarettes or e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (ENDS).

~~This includes electronic devices that emit nicotine vapors.~~

- ~~1. Tobacco—Any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form.~~
- ~~2. Tobacco Products—Any lit or unlit cigarette, cigar, pipe, bidi, blunt, clove cigarette, snus, chewing tobacco in any form or any items containing or reasonably resembling tobacco or tobacco products.~~

Tobacco Advertising or Promotion – Clothing, bags, hats or other items that include tobacco/vapor product company names or logos.

- ~~3. Tobacco Cessation Programs—Support systems, programs and services to help those impacted by this policy to abstain from the use of tobacco products.~~
- ~~4. Tobacco Free Environment—100% absence of tobacco products, use or advertising or promotion on school grounds, at school sponsored events or in vehicles owned, rented or chartered by the District.~~

School Grounds – Property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor

	<p style="text-align: center;"><b>POLICY NO. 823</b> <b>USE OF TOBACCO AND VAPOR PRODUCTS</b><del>FREE</del> <b>ENVIRONMENT</b></p> <p>property owned, leased or contracted by the District.</p> <p>School Property – Any building, structure or vehicle owned, leased or contracted by the District.</p> <p><b>Section 3</b>     <u><b>Authority</b></u></p> <p>The Board prohibits the use and/or promotion of tobacco and vapor products by students, staff and visitors in school buildings, on property owned by, leased by or under the control of the District, and on buses, vans or other vehicles owned by, leased by, or under control of the District.</p> <p><b>Section 46</b>   <u><b>Guidelines</b></u></p> <p><del>The Keystone Oaks School District’s Administration shall be responsible to effectively coordinate all District and community resources to promote the cessation of tobacco usage. Possession of tobacco is unlawful for anyone under 18 years of age. Violators of the policy will be disciplined and/or prosecuted. The District shall report all new incidents regarding the possession, use, and sale of controlled substances, including tobacco, to the Office of Safe School, on a yearly basis.</del></p> <p><u>Students</u></p> <p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by students at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property, or while representing the school as a member of any team, group, etc., or class.</p> <p>A student shall be subject to discipline under the district's Code of Conduct or prosecution as permitted by law, and students may be referred to law enforcement authorities by the district for prosecution. If convicted of a summary offense, s/he may be fined.</p> <p>The Superintendent or designee shall notify the parent/guardian</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p> <p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p> <p>Pol. 218 18 Pa. C.S.A. Sec. 6306.1</p> <p>Title 22 Sec. 10.2,</p>
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<b>POLICY NO. 823</b>		
<b>USE OF TOBACCO AND VAPOR PRODUCTS</b>		
<b>FREE ENVIRONMENT</b>		
<p>of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian of the incident and whether the school district police will issue a summary violation. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>	<p>10.25 Pol. 825</p>	
<p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies</p>	<p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq. Pol. 103.1, 113.1, 113.2, 825</p>	
<p><u>Staff</u></p>		
<p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by district staff at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property, or while representing the school as a member of any team, group, etc., or class.</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	
<p>An employee shall be subject to disciplinary procedures consistent with the district's employee discipline policies, procedures and/or practices.</p>	<p>Pol. 817</p>	
<p>The Superintendent or designee may report incidents involving the sale or transfer of tobacco to minors by employees 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.</p>	<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 825</p>	
<p><u>Visitors</u></p>		
<p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by visitors at any time in a school building, on any property, buses, vans and vehicles that are</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5</p>	

	<p style="text-align: center;"><b>POLICY NO. 823</b> <b>USE OF TOBACCO AND VAPOR PRODUCTS</b> <b>ENVIRONMENT</b></p> <p>owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property.</p> <p>The Superintendent or designee may report incidents involving the sale or transfer of tobacco to minors by employees 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.</p> <p>The use of tobacco and vapor products in violation of this policy by a member of the public shall be considered an act of trespass.</p> <p><u>Allowance for Smoking Cessation Products</u></p> <p>Nicotine containing products that are officially approved by the Food and Drug Administration (FDA), such as skin patches, lozenges, and chewing gum for smoking cessation will be permitted if an individual is using them as a means of smoking cessation.</p> <p><b>Section 52</b> <u><b>Delegation of Responsibility</b></u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians, staff, and visitors <del>, and contractors</del> about the <del>School</del> District’s tobacco and vapor product use policy in <del>written</del> materials including but not limited to student and employee handbooks, on the website, <del>in newsletters</del>, posted notices, and on signage in school buildings and on school property and other efficient methods. <del>The Superintendent or designee shall develop procedures to implement this policy, which shall include instruction on the potential hazards of tobacco usage. The Superintendent or designee will review and update this policy when required on a yearly basis.</del></p> <p>The Superintendent shall annually, by July 31, report all</p>	<p>20 U.S.C. Sec. 7183 Pol. 904</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 825</p> <p>SC 1303-A</p>
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~~ENVIRONMENT~~

incidents of possession, use or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulations.

Pol. 825

References:

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

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

Tobacco Use Prohibition – 18 Pa. C.S.A. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec 7114

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103.1, 113.1, 113.2, 825, 904

**~~Section 7~~**

**Enforcement**

~~Student violations of this policy will lead to fines and/or disciplinary action up to and including suspension from school. Student violators of this policy may be referred to the Student Assistance Program. Student participation in a tobacco cessation program and/or tobacco education class may be~~

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~~required. Parents will be notified of violations and subsequent actions taken by the school.~~

~~A. First Offense~~

- ~~1. Students found in possession of tobacco may be suspended from one (1) to three (3) days. Students found using tobacco will also be suspended from one (1) to three (3) days;~~
- ~~2. Issuance of a Warning Notice;~~
- ~~3. Notification to parents of the violation and subsequent action taken by the District; and~~
- ~~4. Referral to a Tobacco Cessation Program such as PA QUIT LINE (1-877-724-1090) or Tobacco Free Allegheny. Participation in a tobacco cessation program and/or a tobacco education class may be allowed as an alternative to discipline.~~

~~B. Second Offense~~

- ~~1. Issuance of a civil citation which will result in a hearing before the local district magistrate; and~~
- ~~2. Chronic offenders may receive a full ten day suspension in addition to the civil citation.~~

~~Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning, written reprimand, and/or other employment action. Employees will be referred to a cessation program upon violation of the policy such as PA QUIT LINE (1-877-724-1090), Tobacco Free Allegheny, or the District's Employee Assistance Program.~~

~~Violations by others will result in appropriate sanctions as determined and imposed by the school administration. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may~~



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~~be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave school property.~~

**Section 8**

**Prevention**

**A. Instruction**

~~In compliance with Section 1547 of the PA School Code enacted as Act 211 of 1990, the District will provide instruction regarding the dangers of tobacco usage for every student every year from kindergarten to grade 12. The instruction will be age appropriate and discourage the use of tobacco. Referrals to cessation services or to PA QUIT LINE (1-877-724-1090) will be made for all students, faculty, and staff expressing an interest in smoking cessation.~~

**Authority**

~~20 U.S.C. Sec 7181 et seq~~

~~PA Code Title 22 Sec 12.3~~

~~35 P.S. 1223.5~~

~~18 PA C.S.A. Sec 6306.1~~

~~S.C. 510-1303 A~~

~~Federal Pro Children Act of 1994~~

~~Act 145 of 1997 State of Pennsylvania~~

~~Section 1303 A of 1999 (School Safety)~~

~~Act 128 of 2000 Section 3.5 School Tobacco Control~~

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 847

Section OPERATIONS

# Policy Guide



Title MAINTAINING PROFESSIONAL  
ADULT/STUDENT BOUNDARIES

Adopted- \_\_\_\_\_

Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 847 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES</b></p> <p><b><u>Authority</u></b></p> <p>This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as <b>adults</b>. The term <b>adults</b> as used in this policy, does not include district students who perform services on a volunteer or compensated basis.</p> <p>All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.</p> <p>The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p> <p>This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include district students.</p>	<p>SC 510</p>
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**POLICY NO. 847  
MAINTAINING PROFESSIONAL ADULT/STUDENT  
BOUNDARIES**

**Section 2**

**Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

**Section 3**

**Delegation of Responsibility**

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

**Section 4**

**Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Pol. 818

**POLICY NO. 847  
MAINTAINING PROFESSIONAL ADULT/STUDENT  
BOUNDARIES**

Prohibited Conduct

*Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

18 Pa. C.S.A. Sec.  
3124.2  
24 P.S. Sec.  
2070.9f

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

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*Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.

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11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource. An adult can listen and/or advocate for the student and assist the student with a referral to the appropriate counselor and continue to provide support as needed and appropriate.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

Pol. 103, 103.1, 248

*Electronic Communications -*

As with other forms of communication, when communicating

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electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests from current students to be friends or connections on personal accounts on social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

Pol. 815

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BOUNDARIES**

There will be circumstances where personal relationships develop between an adult and a student’s family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult’s ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

Pol. 248

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

23 Pa. C.S.A. Sec. 6311  
Pol. 806

Any certificated employee 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. Sec. 2070.9a  
Pol. 817.1

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator

SC 1302.1-A,  
1303-A  
22 PA Code Sec.



	<p style="text-align: center;"><b>POLICY NO. 847 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES</b></p> <p>Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.</p> <p>It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.</p> <p><u>Investigation</u></p> <p>Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.</p> <p>It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.</p> <p><u>Disciplinary Action</u></p> <p>A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.</p> <p>A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy</p>	<p>10.2, 10.21, 10.22 23 Pa. C.S.A. Sec. 6311 24 P.S. Sec. 2070.9a Pol. 817.1, 825, 806</p> <p>Pol. 248, 848</p> <p>Pol. 817</p>
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BOUNDARIES**

may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The District shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A

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

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

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

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

Title 18 Institutional Sexual Assault – 18 Pa. C.S.A. 3124.2

Board Policy – 103, 103.1, 248, 806, 815, 817, 817.1 818, 825,848