



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

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION**

**TUESDAY, March 8, 2016**  
**7:00 PM**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, March 15, 2016**  
**7:00 PM**

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

**March 8, 2016 – Work Session**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **PMEA District Chorus Festival – Student Recognition**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

**March 15, 2016 – 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

March 15, 2016

Ms. Patricia Ann Shaw

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of February 9, 2016, and the Business/Legislative Minutes of February 16, 2016.

### II. ALLEGHENY COUNTY SCHOOLS HEALTH CONSORTIUM – BALLOT

In compliance with the Allegheny County Schools Health Consortium, it is recommended that the Board approve the vote for **Joyce A. Snell**, Montour School District, as the School Board Trustee for the Western Region for a two-year period, effective March 31, 2016.

## FOR INFORMATION ONLY

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

### VIII. EXECUTIVE SESSION

# **SUPERINTENDENT'S REPORT**

**March 15, 2016**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING OF POLICY NO. 105: CURRICULUM**

It is recommended that the Board approve the SECOND READING of Policy No. 105:  
*Curriculum*

### **II. SECOND READING OF POLICY NO. 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS**

It is recommended that the Board approve the SECOND READING of Policy No. 108:  
*Adoption of Textbooks and Supplemental Resource Materials.*

### **III. SECOND READING OF POLICY NO. 237: EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES**

It is recommended that the Board approve the SECOND READING of Policy No 237:  
*Educational Use of Student Owned Technology Devices*

### **IV. SECOND READING OF POLICY NO. 240: HOMELESS STUDENTS**

It is recommended that the Board approve the SECOND READING of Policy No. 240:  
*Homeless Students*

### **V. REMOVAL OF THE FOLLOWING POLICIES FROM THE BOARD POLICY MANUAL:**

**NO. 008: ORGANIZATION CHART**

**NO. 108.1: SELECTION OF INSTRUCTIONAL MATERIALS AND RESOURCES**

**NO. 109: LIBRARY MEDIA CENTER**

The Administration recommends the removal of Policy No. 008: Organization Chart; Policy No. 108.1: Selection of Instructional Materials and Resources; and Policy No. 109: Library Media Center from the Board Policy Manual.

# **EDUCATION REPORT**

**March 15, 2016**

**Ms. Raeann Lindsey, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. ALLEGHENY INTERMEDIATE UNIT 2016/2017 SERVICES AGREEMENT**

The Administration recommends that the Board approve the Allegheny Intermediate Unit 2016/2017 Services Agreement.

#### **For Information Only**

This Agreement includes terms and conditions related to the services that the District could choose to purchase and does not obligate the District to purchase these services from the AIU.

# PERSONNEL REPORT

March 15, 2016

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. APPOINTMENTS

#### 1. Food Service Personnel

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following individual as a Food Service employee pending receipt of all legal documents and clearances, for the 2015/2016 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
James LoPinto	High School	\$ 9.00

#### 2. Extra Duty

##### Approval of Activities - Sponsors and Stipends

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2015/2016 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Michael O’Leary	Girls Volleyball – Assistant Coach	\$2,755.00
Sharon Gologram	Track – Volunteer	N/A
Amelia Wren	Track – Volunteer	N/A

#### 3. Lifeguards

It is recommended that the Board approve the following individuals as lifeguards at a pay rate of \$7.25 per hour for the Keystone Oaks Recreational Swim Staff:

**Katie Banbury**  
**Abigayle McGrath**

# FINANCE REPORT

March 15, 2016

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      | <i>To Be Provided</i> |
| B. Risk Management   | <i>To Be Provided</i> |
| C. Food Service Fund | <i>To Be Provided</i> |
| D. Athletics         | <i>To Be Provided</i> |
| E. Renovations       | <i>To Be Provided</i> |

### **II. AIU PROGRAM OF SERVICES BUDGET – FINANCE DIVISION**

The Administration recommends that the Board approve the proposed 2016/2017 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,021,185.00. The Keystone Oaks School District's contribution to the Program of Services Budget is estimated to be \$38,505.00 and will be determined by the Pennsylvania Department of Education according to District Aid Ratio and Weighted Average Daily Membership (WADM).

### **III. EXONERATION OF TAX COLLECTORS**

It is recommended that the Board approve the exoneration of the real estate tax collectors as outlined below:

**KEYSTONE OAKS SCHOOL DISTRICT - Dormont**  
**RESOLUTION NO. 01-16**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF DORMONT**, NAMELY **HARVEY LEIBERMAN** FOR THE TAXABLE YEAR OF 2015 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 13, 2016.

**WHEREAS**, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

**WHEREAS**, the Borough of Dormont comprises one geographical area of the said Keystone Oaks School District; and

**WHEREAS**, *Harvey Leiberman* is the elected Tax Collector for the Borough of Dormont and has collected taxes for the year of 2015 at a rate of 18.63 mills at face; and

**WHEREAS**, on January 13, 2016, the said elected Tax Collector of the Borough of Dormont, *Harvey Leiberman*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$302,451.75 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

**NOW THEREFORE**, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Harvey Leiberman* for taxes found to be delinquent and lien in the amount of \$302,451.75 arising out of the collection of the 2015 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Dormont Tax Collector, *Harvey Leiberman*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

**ADOPTED** this 15th day of March 2016.

ATTEST:

Keystone Oaks School District

BY: \_\_\_\_\_  
William P. Stropkaj, Superintendent

BY: \_\_\_\_\_  
Patricia A. Shaw, President

APPROVE as to legal form this 15th day of March 2016

BY: \_\_\_\_\_  
Maiello, Brungo & Maiello, LLP



**KEYSTONE OAKS SCHOOL DISTRICT – Green Tree  
RESOLUTION NO. 02-16**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF GREEN TREE**, NAMELY **BOROUGH OF GREEN TREE** FOR THE TAXABLE YEAR OF 2015 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 25, 2016.

**WHEREAS**, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

**WHEREAS**, the Borough of Green Tree comprises one geographical area of the said Keystone Oaks School District; and

**WHEREAS**, *the Borough of Green Tree* is the elected Tax Collector for the Borough of Green Tree and has collected taxes for the year of 2015 at a rate of 18.63 mills at face; and

**WHEREAS**, on January 25, 2016, the said elected Tax Collector of the Borough of Green Tree, *Green Tree Borough*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$319,583.17 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

**NOW THEREFORE**, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Green Tree Borough* for taxes found to be delinquent and lien in the amount of \$319,583.17 arising out of the collection of the 2015 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Green Tree Tax Collector, *Green Tree Borough*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

**ADOPTED** this 15th day of March 2016.

ATTEST:

Keystone Oaks School District

BY: \_\_\_\_\_  
William P. Stropkaj, Superintendent

BY: \_\_\_\_\_  
Patricia A. Shaw, President

APPROVE as to legal form this 15th day of March 2016

BY: \_\_\_\_\_  
Maiello, Brungo & Maiello, LLP

**KEYSTONE OAKS SCHOOL DISTRICT – Castle Shannon**  
**RESOLUTION NO. 03-16**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF CASTLE SHANNON**, NAMELY **SHIRLEY TORRIS** FOR THE TAXABLE YEAR OF 2015 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 15, 2016.

**WHEREAS**, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

**WHEREAS**, the Borough of Castle Shannon comprises one geographical area of the said Keystone Oaks School District; and

**WHEREAS**, *Shirley Torris* is the elected Tax Collector for the Borough of Castle Shannon and has collected taxes for the year of 2015 at a rate of 18.63 mills at face; and

**WHEREAS**, on January 15, 2016, the said elected Tax Collector of the Borough of Castle Shannon, *Shirley Torris*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$253,491.77 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

**NOW THEREFORE**, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Shirley Torris* for taxes found to be delinquent and lien in the amount of \$253,491.77 arising out of the collection of the 2015 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Castle Shannon Tax Collector, *Shirley Torris*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

**ADOPTED** this 15<sup>th</sup> day of March 2016.

ATTEST:

Keystone Oaks School District

BY: \_\_\_\_\_  
William P. Stropkaj, Superintendent

BY: \_\_\_\_\_  
Patricia A. Shaw, President

APPROVE as to legal form this 15<sup>th</sup> day of March 2016

BY: \_\_\_\_\_  
Maiello, Brungo & Maiello, LLP

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION**  
*To Be Provided*

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 FEBRUARY ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER <b>(UNDER)</b> BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources				
7000	State Revenue Sources				
8000	Federal Revenue Sources				
<b>Total Revenue</b>					
					<b>(OVER)</b>
					UNDER
					BUDGET
<b>Expenditures</b>					
100	Salaries				
200	Benefits				
	Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Books				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
<b>Total Expenditures</b>					
<b>Revenues exceeding Expenditures</b>					

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 29, 2016**  
*To Be Provided*

Cash Balance		
Deposits (General Fund transfer)		
Subtotal		
Expenditures		
Cash Balance		

**III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL**  
*To Be Provided*

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 FEBRUARY ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources/Sales				
7000	State Revenue Subsidy				
8000	Federal Revenue Subsidy				
<b>Total Revenue</b>					
					<b>(OVER)</b>
					UNDER
					BUDGET
<b>Expenditures</b>					
100	Salaries				
200	Benefits Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Food				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
<b>Total Expenditures</b>					
<b>INCOME / (LOSS)</b>					

#### IV. BANK BALANCES

*To Be Provided*

##### BANK BALANCES PER STATEMENT AS OF FEBRUARY 29, 2016

	<u>02/29/2016</u> <u>BALANCE</u>
<b>GENERAL FUND</b>	
FNB BANK	\$
PAYROLL (pass-thru account)	\$
FNB SWEEP ACCOUNT	\$
PLGIT	\$
PSDLAF	\$
INVEST PROGRAM	\$
	<hr/>
	\$
	<hr/> <hr/>
<b>CAFETERIA FUND</b>	
FNB BANK	\$
PLGIT	\$
	<hr/>
	\$
	<hr/> <hr/>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$
PLGIT - GENERAL ACCOUNT	\$
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$
	<hr/>
	\$
	<hr/> <hr/>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	\$
	<hr/> <hr/>
<b>GRAND TOTAL</b>	<hr/> <hr/> <b>\$</b>

# ACTIVITIES & ATHLETICS REPORT

March 15, 2016

Mr. Robert Brownlee, Chairperson

## BOARD ACTION REQUESTED

### I. COMPETITION AND OVERNIGHT TRIPS

It is recommended that the Board approve the following competition and overnight trip:

**PA High School Speech League (PHSSL)**

Susquehanna University

Selins Grove, PA

Thursday-Saturday – April 7-9, 2016

Sponsor – **Cindy Mentzer**

Approximate number of students participating – 3

Approximate cost per student - \$345.21

Total Cost: \$1,035.63

District funds requested - \$750.00 (\$250.00 per student for State Competitions)

Policy No. 105

Section PROGRAMS

# Policy Guide



Title CURRICULUM DEVELOPMENT

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

<b>POLICY NO. 105 CURRICULUM DEVELOPMENT</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In keeping with the District's Strategic Plan, the Board recognizes its responsibility for the <b>development, assessment, and improvement</b> and growth of the educational program of for the schools. To this end, the curriculum shall be evaluated, <del>adapted and developed</del>, <b>and modified</b> on a continuing basis and in accordance with a plan for curriculum <b>improvement</b> growth.</p>
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p>For purposes of this policy, <b>curriculum</b> shall be defined as a <b>series of comprehensive, sequential, and challenging</b> all planned instruction aligned with established academic standards in each subject that is coordinated, articulated, and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students of each individual student to meet and exceed academic standards. <del>learning activities of the schools, such as: the courses of study, subjects, classes and organized group activities provided by the school; formal classroom instruction; and out-of-class activity, both individual and group.</del></p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board <del>is</del> <b>shall be</b> responsible for the curriculum of the district's schools. The Board <del>directs that the curriculum shall be</del> designed to provide students the opportunity to achieve and exceed the academic standards established by the Commonwealth of Pennsylvania and the local Board of School</p>

~~SC-1512~~  
Title 22 Sec. ~~45.4~~

Title 22 Sec. ~~4.3,~~  
~~4.125-15~~  
Pol. 102

**POLICY NO. 105  
CURRICULUM DEVELOPMENT**

~~Directors of this District be consistent with written goals, objectives and identified pupil needs, develop individual talents and interests and serve diverse learning styles to motivate pupil achievement.~~ Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge, while providing opportunities for students to pursue individual interests.-

**Section 4**      **Guidelines**

The district's curricula will be developed using a process including: professional development on best practices in the content area, standards, and pedagogy, such as Marzano's the Art and Science of Teaching; data review; review of new resources in the field; articulation within the grade level of concepts, skills, and activities; development of a vertical scope and sequence; and development of assessments aligned to standards.

The district's curriculum shall provide the following:

1. ~~for~~ ~~Ce~~ontinuous learning through effective ~~collaboration~~ ~~articulation~~ among the schools of this District.;
2. ~~all pupils~~ ~~Ce~~ontinuous access for all students to sufficient programs, instructional materials and resources ~~services of a library/media facility, classroom collection, or both,~~ to support the educational program.;
3. ~~all pupils~~ ~~G~~uidance and counseling for all students to assist in career and academic planning.;
4. ~~Aa~~ continuum of educational programs and services for all students with disabilities ~~disabled children,~~ pursuant to law and regulation.;
5. Limited English Proficiency ~~bilingual~~ programs for students ~~pupils~~ whose dominant language is not English, pursuant to law and regulation.;
- 5.6. Compensatory education programs for students, pursuant to law and regulation.

Pol. 108

Pol. 112

Pol. 113  
Title 22 Sec. 5.6

Title 22 Sec. 4.26  
Pol. 140

P.G. 115



<b>POLICY NO. 105 CURRICULUM DEVELOPMENT</b>		
	<p>6.7. <del>All pupils</del> equal educational opportunity for all students, pursuant to law and regulation.;</p> <p>7.8. <del>C</del>career awareness and vocational education, pursuant to law and regulation.;</p> <p>8.9. <del>E</del>educational opportunities for identified gifted students, <del>exceptionally gifted and talented pupils;</del> and pursuant to law and regulation.</p> <p>10. <del>R</del>regular and continuous instruction in safety procedures.</p> <p>11. Opportunities for remediation and enrichment</p>	<p>Pol. 103, 103.1</p> <p>Pol. 115 <del>P.G. 114</del></p> <p>Pol. 114 <del>SC 1518 P.G. 805</del></p> <p>Pol. 805</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>As the educational leader of the District, <del>the</del> Superintendent shall be responsible to the Board for the <del>district's development of curriculum.</del> <del>The Superintendent may have a designee, the Director of Curriculum Instruction Assessment and Staff Development, who assists in overseeing the district's curriculum.</del> <del>S/He</del>and shall establish procedures for curriculum development, evaluation and modification, which ensure <del>effective participation of administrators and teaching staff members and</del> the utilization of all available resources, <del>as appropriate and</del> effective participation of administrators, teaching staff members, students, community members, and Board members.</p> <p>A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.</p> <p>With prior Board approval, the Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs. <del>The Superintendent shall report to the Board each pilot program, along with its objectives, evaluative criteria and costs before each such program is initiated. With prior approval, the Superintendent may conduct such pilot programs as are deemed</del></p>	<p>Title 22 Sec. <del>4.4,</del> 5.5</p> <p>Title 22 Sec. 4.4 Pol. 105.1</p>

**POLICY NO. 105  
CURRICULUM DEVELOPMENT**

~~to be necessary to the continuing growth of the instructional program.~~

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research

The Board directs the Superintendent to pursue actively State and Federal aid in support of research activities.

**References:**

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.4, 4.12, 4.26

Board Policy – 102, 103, 103.1, 105.1, 108, 112, 113, 114, 115, 140, 805

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 108

Section PROGRAMS

Policy



Title ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	<b>POLICY NO. 108</b> <b>ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS</b>	
<b>Section 1</b>	<p><b><u>Authority Purpose</u></b></p> <p>It is the responsibility of the Board to adopt all textbooks and supplemental resource materials used as part of the educational program of this District. The Board shall, by an affirmative vote of a majority of the full Board, adopt all textbooks and supplementary resource materials used for instruction in the district's educational program. The District shall establish a planned cycle of textbook and supplemental resource material review and replacement.</p>	SC 508, 801, 803
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>Textbooks</b> shall be defined as the books used as the basic source of information in the planned instruction.</p> <p><b>Supplemental resource materials</b> shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital materials, software and instructional material.</p> <p>It is the Board's desire that textbooks of the highest quality be selected for adoption. Highest quality textbooks are those which, in the opinion of the local selecting committee, present the subject matter in the most effective manner consistent with the Board's philosophy of education; whenever appropriate, promote pride, confidence and trust in the democratic principles</p>	

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 108</b>  <b>ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS</b></p> <p><del>upon which the country is founded; refrain from partisan presentation of controversial issues; are neither racist nor sexist in nature; and whenever possible are interesting, well illustrated, current and appropriate.</del></p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall be responsible for the selection and recommendation of textbooks <b>and supplemental resource materials</b> for Board consideration. Adoption or change of a textbook <b>or supplemental resource material</b> shall be made upon the recommendation of the Superintendent. Otherwise a two-thirds vote of the Board is necessary without the recommendation of the Superintendent.</p> <p><b>The Superintendent or the Director of Curriculum, Instruction, Assessment and Staff Development shall establish administrative regulations for reviewing, evaluating and selecting textbooks and supplemental resource materials. Teachers and curriculum leaders who will use the text will be included throughout the review and selection process to:</b></p> <ol style="list-style-type: none"> <li><b>1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.</b></li> <li><b>2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.</b></li> <li><b>3. Provide a background of information which will enable students to make intelligent judgments.</b></li> <li><b>4. Provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media.</b></li> <li><b>5. Provide materials representative of the many religious, ethnic and cultural groups and their contribution to society.</b></li> <li><b>6. Provide materials based on a selection process which</b></li> </ol>	<p>SC 508, 803  Pol. 006</p> <p>Pol. 105.1</p>
-------------------------	---	--

**POLICY NO. 108**  
**ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL**  
**RESOURCE MATERIALS**

avoids personal bias and social prejudices.

A list of all approved textbooks and supplemental resource materials used in district schools shall be maintained by the Superintendent or the Director of Curriculum, Instruction, Assessment and Staff Development and shall be available to Board members, district staff, students, parents/guardians and community members.

References:

School Code – 24 P.S. Sec. 508, 801, 803, 807.1

Board Policy – 006, 105.1, 610

**Section 4**

**Selection Guidelines**

The specific procedure for selection of textbooks is as follows:

- a. ~~The Assistant Superintendent, Building Principal and/or Curriculum Leaders shall determine the subject areas which new textbooks are to be considered.~~
- b. ~~A separate committee shall be created to study the books available in each area.~~
- c. ~~The committee, comprised of at least five (5) members, must be representative of the teachers who will use the book.~~
- d. ~~Each committee member will complete an evaluation form on each book considered. Supplementary evaluation forms designed for specific subject areas may also be used.~~
- e. ~~The Assistant Superintendent or Building Principal shall tabulate and submit the results along with the evaluation forms to the Superintendent. The Assistant~~

**POLICY NO. 108**  
**ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL**  
**RESOURCE MATERIALS**

~~Superintendent or Building Principal shall also notify the committee of the results of this tabulation.~~

~~f. The Superintendent shall recommend to the Board the selection of the committee.~~

~~g. In certain subject areas, textbooks shall be used in pilot situations before being recommended for adoption.~~

School Code

~~508, 801, 803~~

# Policy Guide



Policy No. 240

Section PUPILS

Title HOMELESS STUDENTS

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<b>POLICY NO. 240 HOMELESS STUDENTS</b>	
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to district students. The Board shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent and following the McKinney Vento Act.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Homeless students</b> are defined as individuals lacking a fixed, regular and nighttime residence, and include the following conditions:</p> <ol style="list-style-type: none"> <li>1. Sharing the housing of other persons due to loss of housing or economic hardship.</li> <li>2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.</li> </ol>

SC 1306  
Title 22 Sec. 11.18  
42 U.S.C. Sec.  
11431 et seq.

42 U.S.C. Sec.  
11434a

**POLICY NO. 240  
HOMELESS STUDENTS**

3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Runaway children (under the age of 18) and children who have been abandoned or forced out of the home by parents/guardians or other caretakers. The foregoing includes children in temporary shelters awaiting assistance from social service agencies, or who are living alone on the street or who move from place to place among family members, friends or acquaintances. This also includes youth from ages 18 to 21 who still qualify for regular or special education services under applicable law.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

**School of origin** is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.



<b>POLICY NO. 240 HOMELESS STUDENTS</b>		
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Board designates the Superintendent or his/her designee to serve as the District’s liaison for homeless students and families.</p> <p>The District’s liaison shall coordinate with:</p> <ol style="list-style-type: none"> <li>1. Local service agencies that provide services to homeless children and youth and families.</li> <li>2. Other school districts on issues of records transfer and transportation.</li> <li>3. State and local housing agencies responsible for comprehensive housing affordability strategies.</li> </ol> <p>The District’s liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.</p>	<p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p>
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p><b><u>Enrollment/Placement</u></b></p> <p>To the extent feasible, and in accordance with the student’s best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the District liaison will consider the views of the student in determining where s/he will be enrolled.</p> <p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment, pursuant to District policies. However, the District may require a parent/guardian to submit contact information. The District liaison may contact the previous school for oral confirmation of immunizations, and the</p>	<p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432 Pol. 200, 201, 203, 204, 209, 216</p>

**POLICY NO. 240  
HOMELESS STUDENTS**

school shall request records from the previous district, pursuant to Board policy.

Homeless families are not required to prove residency regarding school enrollment.

If the District is unable to determine the student's grade level due to missing or incomplete records, the District shall administer tests or utilize appropriate means to determine the student's placement.

School/Health Records

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed.

The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, medical screenings or medical records.

Disputes/Complaints

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance arise regarding the education of homeless students, the following steps shall be taken:

Pol. 203, 209

**POLICY NO. 240  
HOMELESS STUDENTS**

1. The person filing the complaint shall first contact the school or District through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (20) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

42 U.S.C. Sec.  
11432  
SC 1306

Transportation

The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

42 U.S.C. Sec.  
11432  
SC 1306  
Pol. 810

**POLICY NO. 240  
HOMELESS STUDENTS**

If the school of origin is outside District boundaries or homeless students live in another district, but will attend their school of origin in this district, the school districts shall agree upon a method of apportion the responsibility and costs of the transportation.

Fiscal Responsibilities

Reporting and reimbursement will be done according to the McKinney-Vento Act.

42 U.S.C. Sec.  
11431 et seq.

References:

School Code – 24 P.S. Sec. 1306

State Board of Education Regulations – 22 PA Code Sec. 11.18, 403.1

No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq.

Education for Homeless Children (McKinney-Vento Act) – 42 U.S.C. Sec. 11431 et seq.

Family Education Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

Guidelines for Enrollment of Homeless Children – Federal Register, 67 Fed. Reg. 10698

PA Education for Homeless Children and Youth State Plan

Board Policy – 200, 201, 203, 204, 209, 216, 810

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 237

Section PUPILS

Title EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 237 EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES</b></p> <p><b><u>Purpose</u></b></p> <p>The Keystone Oaks School District supports and encourages the use of technology to aid in education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.</p> <p>The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both student-provided or any other technology.</p> <p>The purpose of this policy is to acknowledge that student-owned technology devices, hereinafter referred to as "SOTDs," may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess including, but not limited to, all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a</p>	
-------------------------	--	--

**POLICY NO. 237  
EDUCATIONAL USE OF STUDENT OWNED  
TECHNOLOGY DEVICES**

wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to, MP3 players, handheld game consoles, cellular phones, and smart phones such as iPhones, laptops or other student-owned computers, as well as any new technology developed with similar capabilities of data storage or transmission.

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring SOTDs to school.

**Section 2**

**Authority**

The Keystone Oaks School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned technologies and SOTDs on school property or at school-sponsored events. SOTDs are permitted, but not required by the District, for use during the school day for educational purposes and/or in approved locations only.

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a SOTD or file contained on a SOTD when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and student's parents/guardians agree that the District shall have such rights and there is no expectation of

**POLICY NO. 237  
EDUCATIONAL USE OF STUDENT OWNED  
TECHNOLOGY DEVICES**

privacy that would restrict the District's exercise of such rights.

If there is reasonable suspicion that a violation of District policy has taken place, the device will be confiscated and delivered to the building administrator. The building administrator shall alert the Superintendent of the situation if a search is requested. The Superintendent must authorize that a search of the device may proceed prior to the search taking place. Only a District administrator may search a SOTD.

If a SOTD is confiscated, parents/guardians must contact the building administrator to retrieve the confiscated device. After two (2) business days, if the device is not retrieved, the building administrator shall turn over the device to the School Resource Officer. Parents/Guardians must then contact the School Resource Officer to retrieve the device.

**Section 3**

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the District's website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

**Section 4**

**Guidelines**

1. The Keystone Oaks School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the SOTD. Within the classroom setting the teacher has full discretion as to if and how a device may be used by students.
2. During school hours, all devices are to be kept in silent or vibrate mode.
3. All related School Board policies shall continue to apply in full force including Policy 862 and Policy 262, Internet/E-Mail Use by Students.

Pol. 218, 233

**POLICY NO. 237**  
**EDUCATIONAL USE OF STUDENT OWNED**  
**TECHNOLOGY DEVICES**

4. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring his/her SOTD to school. If a student exercises the option to bring their SOTD to school, the student and the student's parents/guardians understand that there is a limited expectation of privacy with regard to the SOTD and its content while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from using personal electronic devices in school, or criminal prosecution if applicable.
5. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.
6. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of his/her SOTD to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate SOTD confiscation by District staff, building principal and/or building security.
7. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.

Pol. 256, 257



**POLICY NO. 237  
EDUCATIONAL USE OF STUDENT OWNED  
TECHNOLOGY DEVICES**

8. The Keystone Oaks School District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.
9. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.
10. All District students and parents/guardians shall review this policy and associated technology procedures before students use any school and/or personally owned devices and the student and parent/guardian shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.
11. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
12. The Keystone Oaks School District, its teachers, or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to an SOTD.
13. Student technology support provided for SOTDs will be limited to self-help documents posted on the District Intranet or wiki site.
14. Many SOTDs contain camera or motion picture recording technology – SOTDs are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.

Title 18 Sec. 5701  
et seq.

**POLICY NO. 237  
EDUCATIONAL USE OF STUDENT OWNED  
TECHNOLOGY DEVICES**

15. Taking photos or video is strictly forbidden AT ALL TIMES in restrooms and locker rooms.
16. The use of SOTDs is forbidden during assemblies and detention.
17. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.
18. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the District's Administrative Procedures and Guidelines in compliance with this policy.

References:

Title 18 (Crimes and Offenses) – Sec. 5701 et seq.

Board Policy – 218, 233, 256, 257