

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

TUESDAY, MARCH 17, 2015
7:00 PM

BUSINESS/LEGISLATIVE MEETING

THURSDAY, MARCH 26, 2015
7:00 PM

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

March 17, 2015 – Work Session

7:00 PM Meeting

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

March 26, 2015 – 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 26, 2015

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes and the Work Session Minutes of February 17, 2015 and the Business/Legislative Minutes of February 26, 2015.

FOR INFORMATION ONLY

- | | |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report | <i>Mr. Daniel Domalik</i> |
| III. Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. PSBA/Legislative Report | <i>Ms. Raeann Lindsey</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 26, 2015

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS

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

II. SECOND READING OF POLICY NO. 203.1: HIV INFECTION

It is recommended that the Board approve the SECOND READING of Policy No. 203.1: *HIV Infection*.

III. SECOND READING OF POLICY NO. 206: ASSIGNMENT WITHIN DISTRICT

It is recommended that the Board approve the SECOND READING of Policy No. 206: *Assignment Within District*.

IV. SECOND READING OF POLICY NO. 211: STUDENT ACCIDENT INSURANCE

It is recommended that the Board approve the SECOND READING of Policy No. 211: *Student Accident Insurance*.

V. SECOND READING OF POLICY NO. 214: CLASS RANK

It is recommended that the Board approve the SECOND READING of Policy No. 214: *Class Rank*.

VI. SECOND READING OF POLICY NO. 217: GRADUATION REQUIREMENTS

It is recommended that the Board approve the SECOND READING of Policy No. 217: *Graduation Requirements*.

VII. FIRST READING OF POLICY NO. 205: POST-GRADUATE STUDENTS

It is recommended that the Board approve the FIRST READING of Policy No. 205: *Post-Graduate Students*.

VIII. FIRST READING OF POLICY NO. 208: WITHDRAWAL FROM SCHOOL

It is recommended that the Board approve the FIRST READING of Policy No. 208: *Withdrawal from School*.

IX. FIRST READING OF POLICY NO. 209: HEALTH EXAMINATIONS/SCREENINGS

It is recommended that the Board approve the FIRST READING of Policy No. 209: *Health Examinations/Screenings*.

X. FIRST READING OF POLICY NO. 215: PROMOTION AND RETENTION

It is recommended that the Board approve the FIRST READING of Policy No. 215: *Promotion and Retention*.

XI. PROFESSIONAL DEVELOPMENT

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

Joshua Kirchner	AP Summer Institute – AP Calculus AB South Fayette High School McDonald, PA June 22-25, 2015	\$2,726.37 (General Funds)
Aaron Smith	International Society for Technology in Education Philadelphia Marriott Downtown Philadelphia, PA June 28-July 1, 2015	\$1,429.00 (General Funds)
Randy Tobias	AP Summer Institute – AP Calculus BC Carleton College 1 North College Street Northfield, MN	\$3,782.50 (General Funds)

EDUCATION REPORT

March 26, 2015

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. PENNSYLVANIA STATE UNIVERSITY – MEMORANDUM OF AGREEMENT

It is recommended that the Board approve the Memorandum of Agreement between the Pennsylvania State University, College of Education, Curriculum and Instruction Field Services and the Keystone Oaks School District, effective for the Fall 2015 – Spring 2016.

II. DISPOSAL OF TEXTBOOKS

The Administration recommends the disposal of the following textbooks:

- | | | |
|--|------------------|------------|
| • Civics, 1998 | ISBN# 0028219139 | 54 Copies |
| • America Pathway to the Present, 1998 | ISBN# 0134323459 | 102 Copies |
| • Economics, 1999 | ISBN# 0030505844 | 101 Copies |
| • World History, 2003 | ISBN# 0618131795 | 82 Copies |

PERSONNEL REPORT

March 26, 2015

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. APPOINTMENTS

A. JESSE JEZNIS – MAINTENANCE

In compliance with *Board Policy No. 504- Employment of Classified Employees, and the Keystone Oaks Service Employees International Union Agreement 2009-2017*, it is recommended that the Board approve the following individual as a maintenance employee:

Jesse Jeznis
District-wide
Full-time
Effective March 16, 2015
Salary - \$36,836.00

B. SUBSTITUTE CUSTODIAN

In compliance with *Board Policy No. 505 – Employment of Substitute and Short-Term Employees*, it is recommended that the Board approve **Chris Mastandrea** as a substitute custodian, effective March 16, 2015.

C. SUBSTITUTE SECRETARY/PARAPROFESSIONAL

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve the following secretary and paraprofessional for the 2014/2015 school year:

Janice Fletcher	Secretary
Heidi Pape	Paraprofessional

D. EXTRA DUTY

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 sport, coach, and stipend for the 2014/2015 school year:

<u>Sport</u>	<u>Coach</u>	<u>Position</u>	<u>Stipend</u>
Track	Adam Mitchell	Assistant Coach	\$3,965.00

FINANCE REPORT

March 26, 2015

Mr. Daniel Domalik, 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 | TO BE PROVIDED |
| B. Risk Management | TO BE PROVIDED |
| C. Food Service Fund | TO BE PROVIDED |
| D. Athletics | TO BE PROVIDED |
| E. Renovations | TO BE PROVIDED |

TOTAL

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2015/2016 school year as follows:

- | | |
|---|----------------|
| • Parkway West General Operating Budget | \$5,748,017.00 |
| • Parkway West Jointure Budget | \$465,366.00 |

2. Keystone Oaks School District's Estimated Share of Budget:

- | | |
|---|--------------|
| • Parkway West General Operating Budget | \$416,193.16 |
| • Parkway West Jointure Budget | \$29,458.62 |

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. 02-15

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 2014 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED February 2, 2015.

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 2014 at a rate of 18.63 mills at face; and

WHEREAS, on February 2, 2015, 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 \$270,946.80 (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 \$270,946.80 arising out of the collection of the 2014 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 liened taxes on the day and date below mentioned.

ADOPTED this ___ day of March 2015.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Patricia A. Shaw, President

APPROVE as to legal form this ___ day of March 2015

BY: _____
Maiello, Brungo & Maiello, LLP

**KEYSTONE OAKS SCHOOL DISTRICT – Green Tree
RESOLUTION NO. 03-15**

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 2014 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED February 2, 2015.

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 2014 at a rate of 18.63 mills at face; and

WHEREAS, on February 2, 2015, 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 \$206,757.06 (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 \$206,757.06 arising out of the collection of the 2014 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 liened taxes on the day and date below mentioned.

ADOPTED this ___ day of March 2015.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Patricia A. Shaw, President

APPROVE as to legal form this ___ day of March 2015

BY: _____
Maiello, Brungo & Maiello, LLP

KEYSTONE OAKS SCHOOL DISTRICT – Castle Shannon
RESOLUTION NO. 04-15

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 2014 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED February 25, 2015.

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 2014 at a rate of 18.63 mills at face; and

WHEREAS, on February 25, 2015, 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 \$197,132.56 (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 \$197,132.56 arising out of the collection of the 2014 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 ____ day of March 2015.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Patricia A. Shaw, President

APPROVE as to legal form this ____ day of March 2015

BY: _____
Maiello, Brungo & Maiello, LLP

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 8 MONTH FEBRUARY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,285,593	\$ 27,405,094	\$ 515,649
7000	State Revenue Sources	\$ 10,281,927	\$ 5,761,145	\$ 10,292,724	\$ 10,797
8000	Federal Revenue Sources	\$ 442,155	\$ 99,120	\$ 430,132	\$ (12,023)
Total Revenue		\$ 37,613,527	\$ 32,145,858	\$ 38,127,950	\$ 514,423
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,192,379	\$ 8,191,196	\$ 15,215,060	\$ (22,681)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 4,989,134	\$ 8,413,327	\$ 58,077
300	Services	\$ 1,376,005	\$ 809,019	\$ 1,350,710	\$ 25,295
400	Property Services	\$ 1,333,191	\$ 894,489	\$ 1,281,313	\$ 51,878
500	Other Services	\$ 4,721,747	\$ 2,967,861	\$ 4,665,084	\$ 56,663
600	Supplies/Books	\$ 1,217,885	\$ 1,000,944	\$ 1,258,198	\$ (40,313)
700	Equipment/Property	\$ 202,100	\$ 154,874	\$ 195,289	\$ 6,811
800	Other Objects	\$ 993,796	\$ 465,892	\$ 980,828	\$ 12,968
900	Other Financial Uses	\$ 4,086,200	\$ 3,500,264	\$ 4,086,200	\$ -
Total Expenditures		\$ 37,594,707	\$ 22,973,674	\$ 37,446,009	\$ 148,698
Revenues exceeding Expenditures		\$ 18,820	\$ 9,172,184	\$ 681,941	\$ 663,121

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
FEBRUARY 28, 2015**

	1/31/2015					2/28/2015
	ENDING	DEBIT	CREDIT	INTEREST		ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME		BALANCE
GENERAL FUND						
PNC BANK	\$ 2,441,082	\$ 2,831,184	\$ (3,764,538)	\$ 2		\$ 1,507,730
PAYROLL (pass-thru account)	\$ 21,573	\$ 875,006	\$ (828,617)			\$ 67,962
PLGIT	\$ 15,122,987	\$ 649,634	\$ (2,000,000)	\$ 110		\$ 13,772,731
PSDLAF	\$ 154,631		\$ -	\$ -		\$ 154,631
INVEST PTOGRAM	\$ 170,763			\$ 7		\$ 170,769
	\$ 17,911,036	\$ 4,355,824	\$ (6,593,155)	\$ 119		\$ 15,673,823
CAFETERIA FUND						
PNC BANK	\$ 116,673	\$ 214,253	\$ (235,507)			\$ 95,418
PLGIT	\$ 378,953	\$ 70,175	\$ (172,858)	\$ 3		\$ 276,273
	\$ 495,625	\$ 284,428	\$ (408,365)	\$ 3		\$ 371,692
CONSTRUCT FUND / CAP RES						
PNC BANK	\$ 2,391,896	\$ 723,905	\$ -	\$ 28		\$ 3,115,830
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,358	\$ -	\$ -	\$ 8		\$ 3,503,366
	\$ 5,895,254	\$ 723,905	\$ -	\$ 36		\$ 6,619,195
RISK MANAGEMENT FUND/TAX REFUNDS						
PNC BANK	\$ 960,028	\$ -	\$ (15,588)	\$ 36		\$ 944,476
GRAND TOTAL	\$ 25,261,943	\$ 5,364,157	\$ (7,017,108)	\$ 195		\$ 23,609,187

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of January 31, 2015	\$ 123,259.31	\$ 60,897.52
Deposits (General Fund Transfer)	\$ 5,991.48	\$ 3,427.00
Subtotal	\$ 129,250.79	\$ 64,324.52
Expenditures	\$ 9,434.71	\$ 4,050.00
Cash Balance as of February 28, 2015	\$ 119,816.08	\$ 60,274.52

IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 8 MONTH FEBRUARY/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 291,635	\$ (183,720)
7000	State Revenue Subsidy	\$ 87,647	\$ 14,737	\$ (72,910)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 206,646	\$ (178,513)
Total Revenue		\$ 948,161	\$ 531,018	\$ (435,143)
				(OVER)
				UNDER
				BUDGET
Expenditures				
100	Salaries	\$ 347,018	\$ 217,163	\$ 129,855
200	Benefits	\$ 139,201	\$ 85,603	\$ 53,598
	Professional/Technical			
300	Services	\$ 200	\$ 1,434	\$ (1,234)
400	Property Services	\$ 8,750	\$ 2,528	\$ 6,222
500	Other Services	\$ 2,725	\$ 1,314	\$ 1,411
600	Supplies/Food	\$ 438,206	\$ 229,387	\$ 208,819
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ (64,414)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 602,843	\$ 334,257
INCOME / (LOSS)		\$ 11,061	\$ (89,825)	\$ (100,886)

FACILITIES REPORT

March 26, 2015

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. REDESIGNING OF POOL PARKING AREA

It is recommended that the Board approve NIRA Consulting Engineers, Inc. to redesign and add seventeen (17) additional parking spaces and two (2) handicap spaces in front of the pool area, for an additional fee of \$5,000.00

Policy Guide



Policy No. 203

Section PUPILS

Title COMMUNICABLE DISEASES AND IMMUNIZATION

Adopted JUNE 27, 1998

Revised OCTOBER 19, 1998

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
Section 1	<p><u>Purpose</u></p> <p>In order to safeguard the school community from the spread of certain communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), the Board requires that established policy and guidelines be followed the following procedures to be used.</p>	<p>SC 1303-a: Title 28 PA Code Sec. 23.81 et seq⁴</p>
Section 2	<p><u>Guidelines</u></p> <p><u>Immunization</u></p> <p>All students shall be immunized against certain diseases in accordance with Pennsylvania law and regulations, unless specifically exempt for religious, strong moral or ethical convictions similar to a religious belief or medical reasons.</p> <p>A student who has not been immunized in accordance with state and/or county regulations shall not be admitted to or permitted to attend district schools, unless exempted, or provisionally admitted by the Superintendent.</p> <p>A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds, strong moral or ethical convictions similar to a religious belief or whose physician certifies that the student's physical condition contra-indicates immunization.</p> <p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building</p>	<p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.84</p> <p>SC 1303a</p>

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

principal.

Health Records

The District shall require that prior to admission to school for the first time that parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician/nurse practitioner may use such reports to advise the parent of the need for further medical care as set forth in **Board policy Policy No. 209**.

Pol. 209

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

SC 1402
Pol. 216

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

SC 1409
Pol. 216

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

Title 28 Sec. 23.85

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

~~The Board shall require that the medical history information submitted with health and dental examinations required under Policy 209 "Health Examinations" be periodically revised to include recent medical advice as to communicable diseases.~~

Attendance

~~The following policy shall supplement the Board's Policy No. 204 regarding student attendance by establishing guidelines for the attendance of students with communicable diseases.~~

The Board authorizes that students who have been diagnosed by

Title 28 Sec. 27.71,

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION	
Section 32	<p>a physician or who are suspected by the school nurse of having a disease or infectious condition, as described in and defined by regulations issued by the Department of Health, by the school nurse, shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions for such disease or infectious condition. Readmission shall be contingent upon verification by the school nurse or, in the absence of the school nurse, the nurse practitioner, or written verification by the student's physician, that the criteria for readmission specified in the regulations for the disease or condition in question have been satisfied.</p> <p>Students who exhibit certain symptoms, as described in Department of Health regulations, shall be excluded from school unless that student is determined by the school nurse or a physician to be non-communicable. A student so excluded shall not be readmitted until the school nurse determines that the student's condition is not communicable or the student presents a written statement from his or her physician that the student has recovered or is not infectious.</p> <p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p> <p><u>Education</u></p> <p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations and Board approved curriculum.</p> <p>Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.</p> <p><u>Delegation of Responsibility</u>Authority</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Annually review the State and/or county standards for immunization of pupils and direct the responsible District personnel accordingly.
	<p>27.72 Pol. 204</p> <p>Title 28 Sec. 27.72, 27.73 Pol. 204</p> <p>Title 28 Sec. 27.1, 27.2, 27.23</p> <p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p> <p>SC-1303 (a)</p>

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

SC 1303 a. (b)

1. ~~Inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requirements of tuberculin testing on original entry and every three years thereafter, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and~~
2. Ensure that parents/guardians are being informed prior to a student's entry to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.
- 2.3. Investigate and recommend to the Board such District-sponsored programs of immunization as may ~~from time to time~~ be warranted by circumstances and the health to **safeguard the health** of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.
4. Promulgate health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

Title 28 Sec. 23.83
SC 1303a. (c) (d)

~~No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health.~~

~~The implementation of this policy shall be the responsibility of the Superintendent and the nurse of each school building in the District, who shall be subject to the sanctions of law for violation of the State statute for immunization of pupils.~~

Section 4

Procedure

~~Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health, or who have been diagnosed as a carrier of such disease may be excluded for the protection of the~~

POLICY NO. 203
COMMUNICABLE DISEASES AND IMMUNIZATION

~~school community under the following procedures.~~

~~The school physician/nurse practitioner shall make a preliminary recommendation to the District as to the health risks associated with diagnosed communicable disease. In the event that potential health risks to the school community would be identified by the school physician/nurse practitioner because of the admission or continued attendance of the student in question, a panel shall be convened to review the medical history and assess the specific health risks to the identified student and to the school community.~~

~~Prior to the panel's assessment and recommendation as to health risks, the Superintendent may preliminarily exclude the child from the educational program based upon the school physician's previous recommendation and after the Superintendent has consulted with the student's parents or guardians and personal physician.~~

~~The Board shall name an administrator to coordinate the District's response to the issue; the administrator shall convene the panel. The panel shall consist of the coordinating administrator, school physician, school nurse, family physician, parent and appropriate local health official.~~

~~The panel shall make an assessment of the potential for transmission of the communicable disease to the school community and the risks associated with potential infection. The panel shall utilize, as a resource, the Centers for Disease Control Guidelines on Education of Children Infected with AIDS Causing Viruses. See Board Policy No. 203.1.~~

~~Within ten (10) days, the panel shall make a recommendation to the Superintendent regarding the attendance of the student. The Superintendent shall promptly make a final decision on attendance or alternate placement of the student.~~

~~The panel, at the request of the administrator, shall meet periodically to assess the recommendations as to attendance.~~

~~The administrator assigned to coordinate the District's response under this policy shall be responsible for organizing and presenting information on communicable diseases, including~~

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

~~AIDS, to the school community and general public as necessary to implement the plan.~~

~~Administrative guidelines approved by the Board on June 27, 1988, for the control of Human/Immunodeficiency Virus (HIV) infection and other communicable diseases will be adhered to by all school personnel.~~

~~School Code 1303.a (a)
PA Code Title 28~~

References:

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

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

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2, 27.23, 27.71, 27.72

Board Policy – 105.1, 200, 201, 204, 209, 216

~~1303.a (a)
Sec. 23.81, 23.83,
23.84, 23.85, 27.2,
27.23, 27.71, 27.75~~

Policy Guide



Policy No.	<u>203.1</u>
Section	<u>PUPILS</u>
Title	<u>HIV INFECTION</u>
Adopted	_____
Revised	_____

POLICY NO. 203.1 HIV INFECTION	
Section 1	<p><u>Purpose</u></p> <p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</p>
Section 2	<p><u>Definitions</u></p> <p>AIDS – Acquired Immune Deficiency Syndrome.</p> <p>HIV Infection – refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>Infected Students – refers to students diagnosed as having HIV infection, including those who are asymptomatic.</p> <p>Screening Team – the building principal and school nurse.</p>
Section 3	<p><u>Authority</u></p> <p>This policy shall apply to all students in all programs conducted by the school district.</p> <p>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p> <p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</p>

35 P.S. Sec. 7603

Pol. 203, 204

**POLICY NO. 203.1
HIV INFECTION**

Section 4

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and releasing all information concerning HIV infection and infected students.

All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.

Building principals shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Section 5

Guidelines

Attendance

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student's parents/guardians voluntarily disclose information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the Screening Team.

A Screening Team comprised of the Superintendent or designee, building principal, school nurse, student's parents/guardians, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the student's need for accommodations or services.

SC 1327
Pol. 103

35 P.S. Sec. 7607

	<p style="text-align: center;">POLICY NO. 203.1 HIV INFECTION</p> <p>First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.</p> <p>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>An infected student’s placement shall be reassessed if there is a change in the student’s need for accommodations or services.</p> <p><u>Confidentiality</u></p> <p>District employees who have knowledge of an infected student’s condition shall not disclose any information without prior written consent of the student’s parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p>All health records, notes and other documents referring to an infected student’s condition shall be secured and kept confidential.</p> <p><u>Infection Control</u></p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the Superintendent or designee of all incidents of exposure to bodily fluids and when a student’s health condition or behavior presents a reasonable risk of transmitting an infection.</p> <p>The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>Designated district employees may receive additional,</p>	<p>SC 1329 Title 22 Sec. 11.25 Pol. 117</p> <p>SC 1329, 1330 Pol. 204</p> <p>35 P.S. Sec. 7607</p> <p>SC 1409 35 P.S. Sec. 7607</p>
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	<p style="text-align: center;">POLICY NO. 203.1 HIV INFECTION</p> <p>specialized training appropriate to their positions and responsibilities.</p> <p><u>Prevention Education</u></p> <p>Instruction regarding prevention of HIV infection, AIDS, and other life-threatening and communicable diseases shall be provided for all students.</p> <p>Prior to HIV infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.</p> <p>Instructional materials and content shall comply with state laws and regulations.</p> <p>A student shall be excused from HIV infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1327, 1329, 1330, 1409</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25</p> <p>Board Policy – 103, 117, 203, 204</p>	<p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29</p> <p>Title 22 Sec. 4.4, 4.29</p>
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Policy Guide



Policy No. 206

Section PUPILS

Title ASSIGNMENT WITHIN THE DISTRICT

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 206 ASSIGNMENT WITHIN THE DISTRICT		
Section 1	<p><u>Purpose</u></p> <p>The Board directs that the assignment of students to classes and schools within this District shall be consistent with the educational needs and abilities proper education of students and the best use of the resources of this District.</p>	SC-1310
Section 2	<p><u>Authority</u></p> <p>The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated. In assigning students pupils to schools within this District, no distinction whatever shall be made on the basis of the student's race or color discrimination shall occur.</p>	SC 1310 Pol. 103
Section 3	<p><u>Definitions</u></p> <p>Attendance Area – a geographic region of the District that is assigned to attend school at a particular building.</p> <p>The attendance areas for the Keystone Oaks School District are:</p> <p>Dormont Elementary – Dormont Borough</p> <p>Fred L. Aiken Elementary – Greentree Borough</p> <p>Myrtle Elementary – Castle Shannon Borough (portion)</p>	

**POLICY NO. 206
ASSIGNMENT WITHIN THE DISTRICT**

Keystone Oaks Middle School – Dormont, Greentree, and Castle Shannon (portion) Boroughs

Keystone Oaks High School – Dormont, Greentree, and Castle Shannon (portion) Boroughs

Section 4

Delegation of Responsibility

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation **and travel, convenience of access to schools, ~~education,~~** financial and administrative efficiency **or appropriateness of the instructional program.**

The Superintendent **or designee** may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing **his/her fullest educational potential and academic goals.**

The building principal shall assign students **in the school** to appropriate grades, classes, or groups. This action shall be based on consideration of the needs **and abilities** of the student, as well as the **educational program and** administration of the school.

Section 5

Guidelines

Whenever possible, consideration shall be given to a request by a parent/guardian for attendance at a specific school.

Classroom Placement of Twins/Higher Order Multiples

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.

SC 1310.1

**POLICY NO. 206
ASSIGNMENT WITHIN THE DISTRICT**

The school shall provide the classroom placement requested by the parent/guardian with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that alternative placement is necessary.
2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine that appropriate classroom placement for the siblings.
3. If the request for separate classroom placement would require the District to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.

Pol. 906

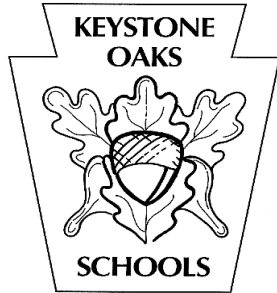
References:

PA School Code – 24 P.S. Sec. 1310, 1310.1

Board Policy – 103, 906

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 211

Section PUPILS

Title STUDENT ACCIDENT INSURANCE

Adopted OCTOBER 19, 1998

Revised _____

POLICY NO. 211 STUDENT ACCIDENT INSURANCE	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.</p>
Section 2	<p><u>Guidelines</u>Authority</p> <p>School insurance shall be made available to each student at the beginning of the school year. The basic insurance plan covers accidents occurring on school property.</p> <p>Those students who participate in interscholastic sports must have private insurance and submit an appropriate waiver form completed by their parents/guardians.</p> <p>All accidents must be reported to the nurse as soon as possible. To file a claim with the school insurance company, the student must complete a form in the main office. If this procedure is not followed, the insurance company may refuse to pay the claim.</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration and shall notify students and parents, who may be eligible for insurance.</p>

Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK

Adopted AUGUST 21, 1989

Revised JUNE 28, 1999

POLICY NO. 214 CLASS RANK	
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the usefulness of a system of computing quality point averages and class ranking for secondary school graduates to inform students, parents/guardians and others of their relative academic placement among their peers under relatively similar circumstances.</p>
Section 2	<p><u>Authority</u></p> <p>The Board authorizes a system of class ranking, cumulative from grade level to grade level, to be determined at the end of each year in grades 9, 10 and 11. In grade 12, students are ranked at the end of both semesters.</p>
Section 3	<p><u>Guidelines</u></p> <p>Students shall be ranked in order from highest to lowest according to quality point averages.</p> <p>Quality points shall be awarded for each course according to Board Policy 213 – Assessment of Student Progress based on the student’s final grade, the academic level and the number of credits of the course.</p> <p>Students enrolled in Advanced Placement courses shall be given an extra quality point in computing class rank. Students enrolled in Honor courses shall be given an extra half (.5) quality point in computing class rank. Grade values should be computed by</p>

**POLICY NO. 214
CLASS RANK**

~~being weighted in the following manner:~~

<u>AP</u>	<u>Honors</u>
A=5.0	A=4.5
B=4.0	B=3.5
C=3.0	C=2.5
D=1.0	D=0.5
F=0.0	F=0.0

Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

A student's quality point average and rank in class shall be entered on his or her record and shall be subject to the Board's policy on release of student records.

Rank in class shall be entered on students' records and on all transcripts, where they will be available for review by authorized persons or released with permission from parents/guardians and/or eligible student.

~~For graduation there will be one valedictorian and one salutatorian.~~

~~Board Policy~~

Pol. 216 Board
Policy No. 216

No. 216

Section 4 **Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the computation of quality point averages and the assignment of rank in class to implement this policy.

References:

Board Policy – 213, 216

Policy Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted August 21, 1989

Revised JUNE 26, 2014;
APRIL 18, 2013;
FEBRUARY 17, 2011;
MARCH 18, 2010; MAY 10, 2006;
MARCH 18, 2004; JUNE 28, 1999

POLICY NO. 217 GRADUATION REQUIREMENTS	
Section 1	<p><u>Purpose</u></p> <p>It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.</p> <p>The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon request for review by the designated representatives of the Pennsylvania Department of Education.</p>

**POLICY NO. 217
GRADUATION REQUIREMENTS**

**High School Graduation Requirements for the Graduation
Classes of 2014—20162015:**

1. English	6 credits
2. Social Studies (Must include government, economics and world history)*	4 credits
3. Mathematics	4 credits
4. Science	3 credits
5. Physical Education/ Wellness	1 credit
6. *S.T.E.A.M.	1 credit
<p>*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.</p>	
7. Electives	6.5 credits
8. Community Service (Equivalent to 120 hours of community service)	1 credit
Total	26.5 credits

****Courses fulfilling this requirement will be listed annually in
the Program of Studies.***

Students must take a minimum of seven (7) credits per year.

**POLICY NO. 217
GRADUATION REQUIREMENTS**

High School Graduation Requirements for the Graduation Class of 2016:

- | | |
|-----------------------|-------------|
| 1. English | 5.5 credits |
| 2. Social Studies | 4 credits |
| 3. Mathematics | 4 credits |
| 4. Science | 3 credits |
| 5. Physical Education | 1 credit |
| 6. *S.T.E.A.M. | 1 credit |

*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.

- | | |
|--|-----------|
| 7. Electives | 7 credits |
| 8. Community Service
(Equivalent to 120 hours of community service) | 1 credit |

Total **26.5 credits**

**Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

**POLICY NO. 217
GRADUATION REQUIREMENTS**

High School Graduation Requirements for the Graduation Classes of 2017 and beyond:

1. English	4 credits
2. Social Studies	4 credits
3. Mathematics	4 credits
4. Science (Must include biology, chemistry, and physics)	4 credits
5. Physical Education	1 credit
6. *S.T.E.A.M.	1 credit
<i>*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.</i>	
7. Online	0.5 credit
8. Electives	7.5 credits
9. Community Service (Equivalent to 120 hours of community service)	1 credit
Total	27 credits

**Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

Non-Proficient Students – Keystone Exams

~~Beginning in 2014-2015, high school students in the Classes of 2014, 2015, and 2016 who have not demonstrated proficiency on the Keystone Exam for Algebra I and Literature will be required to schedule and attend a remediation resource class.~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

Beginning with the Class of 2017, students who have not demonstrated proficiency on the Keystone Exams for Algebra I, Biology, and Literature will be required to schedule and attend supplemental instruction classes.

Non-proficient students with Individualized Education Program (IEP) may meet this requirement through attending classes determined by the IEP team.

Students will be required to remain in the resource class or class determined by the IEP team until they demonstrate proficiency on the relevant Keystone Exam.

In order to be eligible for graduation, a student must demonstrate mastery on the Algebra I, **Biology** and Literature Keystone Exams or local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or through progress monitoring of a student's Individualized Education Program (IEP). Mastery shall be deemed as attaining a score of Proficient or higher on the Keystone Exams Retest, attaining passing grades on a local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or fulfilling requirements of a graduation plan on a student's IEP.

All citations to General Curriculum Regulations, Department of Education, Chapter 4, approved by the State Board of Education, March 1, 2014, as amended.

~~High School Graduation Requirements for the Graduation Classes of 2017 and 2018.~~

- | | |
|---|-----------|
| 1. English | 6 credits |
| 2. Social Studies
(Must include government,
economics and world history)* | 4 credits |
| 3. Mathematics | 4 credits |
| 4. Science | 3 credits |
| 5. Physical Education/Wellness | 1 credit |

**POLICY NO. 217
GRADUATION REQUIREMENTS**

6. ~~*S.T.E.A.M.~~ _____ 1 credit

-

~~*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.~~

7. On-line Course _____ .5 credit

8. Electives _____ 6.5 credits

9. Community Service _____ 1 credit
(Equivalent to 120 hours of community service)

Total _____ **27 credits**

~~**Courses fulfilling this requirement will be listed annually in the Program of Studies.*~~

For students in the graduation classes of 2017 and **beyond**2018, the following graduation requirements must be met:

1. Course completion and passing grades.
2. Demonstration of proficiency in each of the state academic standards not assessed by a state assessment.
3. **Attain**~~Require~~ proficiency in Algebra I, Biology, and Literature Keystone Exams or project-based assessments in this area.

The Keystone Exams will be stand-alone assessments. Students who do not demonstrate proficiency must participate in supplemental instruction until they demonstrate proficiency on the exam or complete a project-based assessment as prescribed by the Pennsylvania Department of Education.

~~Beginning with the class of 2019, students will also have to pass a Composition Keystone Exam to graduate or participate in a project-based assessment in this area.~~

~~Beginning with the class of 2020, students will also have to pass~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~a Keystone Exam in Civics and Government or in a project-based assessment in this area.~~

Supplemental Instruction

Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone module. The supplemental instructional support will be consistent with the student's educational program. The District will continue to provide supplemental instruction either until the student demonstrates proficiency in the subject area or until the student begins participating in a project-based assessment.

Re-taking Keystone Exams

A student may re-take an exam or exam module in which he/she did not score proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test.

Alternatives to Satisfaction of Assessment Requirements

1. *Advanced Placement or Baccalaureate Programs*

Upon approval by the Superintendent, advanced placement or international baccalaureate exams that include academic content comparable to the appropriate Keystone Exam at a score established by the Secretary of Education to be comparable to the proficient level on the appropriate Keystone Exam. The Superintendent may permit successful completion of an advanced placement course and test to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.

The Superintendent may permit successful completion of an international baccalaureate program and tests to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.

**POLICY NO. 217
GRADUATION REQUIREMENTS**

2. *Students Eligible for Special Education*

Special Education students are required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to graduate from the District or CAVTS if applicable.

3. *Project Based Assessment*

If a student is unable to meet the assessment requirements in this section, the student may supplement a Keystone Exam score through satisfactory completion of a project-based assessment. Points earned through satisfactory performance on one or more project modules related to the Keystone Exam module or modules on which the student scored below proficient shall be added to the student's highest Keystone Exam score. A student may be eligible to complete a project based assessment as developed by the Pennsylvania Department of Education if the following minimum requirements are met:

- a. The student has taken the Keystone related course.
- b. Was unsuccessful in achieving a score of proficient or advanced on the Keystone Exam after at least two unsuccessful attempts at demonstrating proficiency.
- c. Has met the District's attendance requirements for the course.
- d. Has satisfactorily participated in a manner of supplemental instructional services.
- e. Seniors must also meet these requirements, except that they are eligible for the project-based assessment after just one unsuccessful attempt to score proficiency.

4. *Career and Technical and Vocational Education Students*

CTVS students may be eligible to meet the assessment requirements based upon satisfaction of the following:

- a. Demonstration of proficiency in each of the State Core

**POLICY NO. 217
GRADUATION REQUIREMENTS**

Academic Standards not assessed by a State assessment.

- b. Demonstration of proficiency in those subjects required for federal accountability purposes.
- c. Demonstrate proficiency on the required Keystone Exams or a Pennsylvania Skills Assessment (NOCTI) to meet the requirement for testing in Composition and Civics and Government.
- d. Achievement of a score of competent or advanced on a PA State Skill Assessment (such as NOCTI, NIMS or other PDE-approved exam).
- e. **CTVSE** students who did not demonstrate proficiency on the Biology Keystone Exam may participate in a project-based assessment without having to take the Keystone Exam twice.

The above alternate requirements may be substituted for purposes of meeting graduation assessment requirements. However, CTVS students must still take and complete courses associated with the State Academic Core Standards and take the associated Keystone Exams for State accountability purposes.

Additional Learning Opportunities

- 1. Students attend approved summer schools, community service, weekend classes, college classes, work experiences and other alternative educational programs, as appropriate for specific outcomes and under procedures and policies established by the administration and School Board. Students must also demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams and/or a project determined by the Pennsylvania Department of Education. ~~This will also include the Composition Keystone Exams for students graduating in 2019 and later, and the Civics and Government Keystone Exam for students graduating in 2020 or later.~~
- 2. Upon recommendation of the Superintendent, selected

**POLICY NO. 217
GRADUATION REQUIREMENTS**

students who have completed the eleventh grade of high school may enroll in an institution of higher learning. It is the responsibility of the student to make the necessary arrangements with the institution. It is further understood that the Keystone Oaks High School diploma shall be granted to the student upon successful completion of the twelfth grade requirements completed in the first semester.

3. Graduation requirements shall be completed in a District approved accredited summer school, upon recommendation of the principal, if attendance is during the summer immediately following the graduation year of the student's class.
4. Evidence of the completion of the necessary requirements shall be an official transcript from the approved summer school attended.

Parental Opt-Out

Parents/guardians have the right to review a State Assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excuse and follow the procedures as developed by the Pennsylvania Department of Education. Students who are not taking Keystone Exams under the parental opt-out provision, must take the project-based assessment for each subject area required for graduation.

Waivers for 12th Grade Students

The Superintendent may waive the graduation requirements on a case-by-case basis for good cause in two instances:

1. A waiver may be granted for a senior who was not successful in completing a project-based assessment.
2. The Secretary of Education may grant a waiver to accommodate a student who experienced certain extenuating circumstances, which include:

**POLICY NO. 217
GRADUATION REQUIREMENTS**

- a. Serious Illness
- b. Death in the Immediate Family
- c. Family Emergency
- d. Frequent Transfers in Schools
- e. Transfer from an Out-of-State School in Grade 12

Participation in Graduation Ceremonies

To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students with unfulfilled financial obligations will not receive their diplomas but may be allowed to participate in the ceremony.

Student Transcripts

PSSA scores will be included on student transcripts, ~~and~~ **B**beginning **with the class of 2017** ~~in 2016-2017~~, the performance level ~~demonstrated, total of the score,~~ for each Keystone Exam will be ~~placed on the transcript~~ **included**.

Section 3

Delegation of Responsibility

The Superintendent shall develop procedures for implementing

**POLICY NO. 217
GRADUATION REQUIREMENTS**

this policy which include:

- a. **C**areful recording of each student's progress and accumulation of graduation requirements.
- b. **C**ounseling of students to know what is expected of them for completion of their schooling.
- c. **I**ssuance of periodic warnings to students in danger of not fulfilling graduation requirements.
- d. **P**reparation of a list of all graduation students for the information of the Board and for release to the public.
- e. **P**reparation of suitable diplomas for graduating students.
- f. **P**lanning and execution of graduation ceremonies which fittingly mark this important achievement.
- g. **U**se of appropriate and/or alternative assessment instruments to determine the degree to which a student who has not attended the School District during each of his high school years has demonstrated appropriate achievement in accordance with the District's Strategic Plan, the District's required learning outcomes, and this policy, where demonstrable personal and/or family circumstances preclude the District's receipt and/or review of the student's prior academic records.

References

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

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

Policy Guide



Policy No. 205

Section PUPILS

Title POST-GRADUATE STUDENTS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 205 POSTGRADUATE STUDENTS	
Section 1	<p><u>Purpose</u></p> <p>TheIt shall be the policy of the Board of School Directors to shall assume no obligation responsibility for making its regular educational program available to residents of this District who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other District.</p>
Section 2	<p><u>Authority</u></p> <p>The Board endorses opportunities for those individuals who reside in the District who have not finished high school to complete requirements for a District diploma. (i.e., Project SUCCEED).</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>Guidelines for implementing this policy shall authorize the principal to determine if the candidate meets requirements for a District diploma and recommend an approved candidate for graduation.</p> <p>School Code References:</p> <p>School Code – 24 P.S. Sec. 502, 1301, 1901</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.13, 12.1</p>

SC 1301
Title 22 11.12,
11.13, 12.1

SC 502, 1901

~~502, 1901, 1925~~

Policy Guide



Policy No. 208

Section PUPILS

Title WITHDRAWAL FROM SCHOOL

Adopted AUGUST 21, 1989

Revised OCOTBER 19, 1998

POLICY NO. 208 WITHDRAWAL FROM SCHOOL	
Section 1	<p><u>Purpose</u></p> <p>The Board affirms that, even thoughalthough the statute requires attendance of a each student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.</p>
Section 2	<p><u>Authority</u></p> <p>The Board directs that whenever a student wishes to withdraw, efforts willshould be made to determine the underlying reason for such action and the resources of the District will should be used to assist the student in reaching their academic potential and career goals. If the student insists on withdrawing, the schoolguidance counselor and home and school visitor should encourage the student to enroll in a GED Program or in Project SUCCEED another approved program.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting or other justification.</p> <p>The withdrawal of students attending college full-time shall be approved.</p>

SC 1326, 1327
Title 22 Sec. 11.13,
12.1

SC 1327

Title 22 Sec. 11.4

**POLICY NO. 208
WITHDRAWAL FROM SCHOOL**

Section 3

Delegation of Responsibility

The Superintendent or designee shall develop procedures and forms to process a student's withdrawal from school in accordance with the requirements of this policy and applicable law.

Section 4

Guidelines

Counseling services shall be made available to any student who wishes to withdraw.

Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

Students shall be informed about the tests for General Educational Development (GED).

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

References:

School Code – 24 P.S. Sec. 1326, 1327

State Board of Education Regulations – 22 PA Code Sec. 11.4, 11.13, 12.1

Policy Guide



Policy No. 209

Section PUPILS

Title HEALTH EXAMINATIONS/SCREENINGS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS	
Section 1	<p><u>Purpose</u></p> <p>In compliance with the School Code, the Board shall require that students of this District submit to health and dental examinations in order to protect the school community from the spread of communicable disease, and to ensure that the student's participation in health, safety and physical education courses meets individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>
Section 2	<p><u>Guidelines Authority</u></p> <p>Each pupil student shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. These examinations will be conducted by the school physician/nurse practitioner. A private examination conducted at the parent's/guardian's request and expense will be accepted in lieu of the school examination.</p> <p>Each pupil student shall receive a dental examination to determine the need for additional dental care upon original entry, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parent's request and expense will be accepted in lieu of the school examination.</p> <p>The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.</p>

~~SC 1402-3~~
SC 1401, 1402,
1403
Title 22 Sec. 12.41

SC 1402, ~~health~~
1407
Title 22 Sec. 12.41
~~Policy 203~~

SC 1403, ~~to~~ 1407
Title 22 Sec. 12.41

SC 1407
Title 28 Sec. 23.2

POLICY NO. 209
HEALTH EXAMINATIONS/SCREENINGS

Privately conducted physical and dental exams must be comparable to those conducted by the school physician and/or nurse practitioner and must be documented on the forms provided by the District.

Unless otherwise exempted by the appropriate governmental authorities, the school nurse or medical technician shall administer to each student, at intervals established by the District, the following: vision tests, hearing tests, tuberculosis tests, scoliosis screenings, height and weight measurements, and any other test required by School Code or applicable law or regulation. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

The following schedule will be used:

1. Each ~~student~~pupil shall receive height and weight measurement annually.
2. Each ~~student~~pupil shall receive vision screening annually.
3. Each ~~student~~pupil shall receive audio screening in K, 1, 2, 3, 7 and 11.
4. Each ~~student~~pupil shall be tested for tuberculosis upon original entry into school and in grade nine (9) by a tuberculin test or as directed by the health department—usually every three (3) years unless reactor rate is high in the previous year.
5. Each ~~student~~pupil shall be screened for scoliosis in the sixth and seventh grades and all age-appropriate students in ungraded classes. Students who are under observation or care for scoliosis by a physician or students who object in writing to the screening need not be tested.

~~For each pupil transferring to the schools of this District, the Superintendent shall request an adequate health record from the transferring school.~~

The individual ~~student~~pupil records of health examinations shall

SC 1402
Title 22 Sec. 12.41
Title 28 Sec. 23.1 et seq.

Title 28 Sec. 23.7

Title 28 Sec. 23.4

Title 28 Sec. 23.5

Title 28 Sec. 23.9

Title 28 Sec. 23.10

SC-1409

SC 1409

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HEALTH EXAMINATIONS/SCREENINGS

be maintained as a confidential record subject to statute and the policies of this District.

A student who presents a statement signed by a parent or guardian that a medical examination is contrary to religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be so informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent(s) or guardian(s) inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examination.

~~Parents and guardians of children who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parent or guardian attend. Such notice may also include notification that the parent may have the examination conducted privately at the parent's expense.~~

Parents/guardians will be notified of the requirement for physical and dental examinations or screenings at least two (2) weeks prior to the scheduled school examination or screening. The notice will outline the options of having the examination or screening conducted privately at the parent's /guardian's expense or the option of having the school-appointed physician or dentist conduct the examination or screening at no cost. Parents/guardians may attend the school-scheduled examination or screening. The notice will specify the time and location for the school examinations or screenings. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

Pol.P.G. 216

SC 1419
Title 28 Sec.
23.4544

SC 1402,~~(d)~~ 1406
Title 22 Sec. 12.41

~~SC 1402 (d) 1415~~

SC 1405
Title 28 Sec.
23.2(e)
20 U.S.C. Sec.
1232h

POLICY NO. 209
HEALTH EXAMINATIONS/SCREENINGS

Section 3

Delegation of Responsibility

~~The Superintendent shall instruct all staff members to observe students continually for conditions that indicate physical defect or disability and to report such conditions promptly to the school nurse.~~

The Superintendent or designee shall instruct all staff members to be sensitive to the overall well-being of students and to promptly report any apparent changes in a student’s health to the school nurse, who shall communicate with the student’s parent/guardian.

SC 1402

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the District.

SC 1409

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children’s Health Insurance Program (CHIP).

SC 1406

References:

School Code – 24. P.S. Sec. 1401-1409, 1419

State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1

State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 1232h

Board Policy – 216

~~School Code~~

~~1402, 1403, 1405, 1406, 1407, 1409, 1419~~

~~PA Code Title 28~~

~~Sec. 23.2, 23.44~~

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Policy Guide



Policy No. 215

Section PUPILS

Title PROMOTION AND RETENTION

Adopted AUGUST 21, 1989

Revised APRIL 12, 2001

POLICY NO. 215 PROMOTION AND RETENTION	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that the personaleemotional, social, physical, and educational growth of children development of students will vary and that theystudents should be placed in the educational setting most appropriate to their needs. at the various stages of their growth. Social promotion at all levels is discouraged. The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>
Section 2	<p><u>Authority</u></p> <p>It shall be the policy of the Board establishes that each childstudent shall be moved forward in a continuous pattern of achievement and growthdevelopment that is in harmony corresponds with his/her own the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p>Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.</p> <p>A student will be promoted when s/he has:</p> <p style="padding-left: 40px;">a. completed the course requirements at the presently assigned level; and</p>

SC ~~1531, 1611, 1613~~
SC 1531, 1532
Title 22 Sec. 4.42

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>b. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.</p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments.</p>	<p>SC 1532 Pol. 213</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall develop procedures for promotion and retention of which:</p> <ul style="list-style-type: none"> a. assure that efforts are made to remediate the student's difficulties before s/he is retained; b. require the recommendation of the classroom teacher for promotion or retention; c. require that parents are informed in advance of the possibility of retention; d. assign to the building and administrative staff the final responsibility for determining the promotion or retention of each student. <p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>Parents/guardians shall be informed of their child's progress through all levels, K-12, through the elementary program by means of regularly scheduled conferences and periodic reports prepared by the instructor and given sent to the parent.</p> <p>In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process.</p> <p>Parents/Guardians and students shall be informed of the possibility of retention or failure of a student in advance.</p>	<p>SC-1552</p> <p>Title 22 Sec. 5.222</p> <p>Title 22 Sec. 4.12, 4.13</p> <p>SC 1532 Pol. 217</p>

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>Every effort will be made to remediate the student’s difficulties before s/he is retained through age-appropriate instructional strategies to accelerate progress in the classroom.</p> <p>A referral to and participation in the Student Assist Program (SAP) with proper documentation of interventions implemented will be made.</p> <p>Systematic assessment strategies will be in place, such as continual progress monitoring and formative evaluation that enable ongoing modifications of instructional efforts.</p> <p>There will be implementation of school-based academic and mental health supports in order to advance skills and promote social and emotional adjustment of students (i.e. Title I Reading Program, after-school tutoring, counselor services).</p> <p>The recommendation of the classroom teacher(s) shall be required for promotion or retention of a student. Satisfactory completion of credit requirements shall also be required for promotion of students in grades 9-12.</p> <p>All potential retentions will be reviewed by the building principal who has the responsibility for determining the final promotion or retention of each student, in consultation with the Superintendent or designee. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.</p>	
Section 4	<p><u>Guidelines</u></p> <p><u>Elementary and Middle School</u></p> <p>Recommendations for student retention will also take into account the student’s age, social and emotional development, level of readiness for the grade level recommended, and any special needs of the student.</p> <p>There must be a recommendation of the classroom teacher for promotion or retention.</p>	

**POLICY NO. 215
PROMOTION AND RETENTION**

~~Parents shall be informed of their child's progress through the elementary program at all levels, K-12, by means of regularly scheduled conferences and periodic reports prepared by the instructor and sent to the parent.~~

At the middle school level, students will advance to the next grade level upon attaining a passing grade of "D" or better in at least four of five academic year-long courses. Students in Grade 8 who do not attain a passing grade of "D" or better in Reading/English and/or Mathematics will be required to attend the applicable district-operated summer program or other district-approved summer program prior to Grade 9. Failure to satisfy this minimal requirement will subject the student to retention.

~~All potential retentions will be reviewed by the building administrator and the Superintendent or his designee as deemed necessary. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.~~

High School

At the ~~secondary~~ high school level, students shall be encouraged to carry a full academic schedule of classes in each school year. A ~~credit~~ Carnegie unit shall be given for each subject in which the student has attained a passing grade of D or better and has been enrolled for two semesters.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

~~Any eleventh grade student who has earned fewer than fourteen credits will not be scheduled for graduation and will remain in a junior homeroom unless they attend summer school after their junior year to earn the necessary credit(s) to meet graduation requirements. If a student is unable to attend summer school to satisfy the credit deficiencies, other options (i.e., community~~

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>college courses) may be explored and approved by the parent/student and the building principal. Students must have earned at least nine (9) credits to be placed in a junior homeroom. Students must pass four (4) credits in grade nine to be placed in a sophomore homeroom.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.42</p> <p>Board Policy – 213, 217</p>	<p>SC 1531, 1532, 1611, 1613 PA Code</p> <p>Title 22 Sec. 5.222</p>