

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

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION**

**TUESDAY, MAY 20, 2014**  
**7:00 PM**

**BUSINESS/LEGISLATIVE MEETING**

**THURSDAY, MAY 29, 2014**  
**7:00 PM**

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

**May 20, 2014 – Work Session**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Officer Aaron Vanatta**  
→ **Peer Jury Recognition**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

**May 29, 2014 – 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

May 29, 2014

Mr. Joseph Finucan

## BOARD ACTION REQUESTED

### I. NOMINATIONS FOR THE OFFICE OF TREASURER

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2014.

### II. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of April 15, 2014 and the Business/Legislative Minutes of April 24, 2014. **TO BE PROVIDED**

## 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>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>                                     |

### III. EXECUTIVE SESSION REPORT

# SUPERINTENDENT'S REPORT

May 29, 2014

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. ELIMINATION OF BOARD POLICIES

It is recommended that the Board eliminate the following polices since **Board Policy No. 903: *Public Participation in Board Meetings*** supersedes them:

- Board Policy No. 009: *Audio and Video Recording Devices*
- Board Policy No. 903.1: *Use of Recording Devices at Public Board Meetings and Committee Meetings*

### II. FIRST READING OF REVISED POLICY NO. 103: NONDISCRIMINATION IN SCHOOL – CLASSROOM PRACTICES

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 103: *Nondiscrimination in School – Classroom Practices*.

### III. FIRST READING OF REVISED POLICY NO. 104: NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES

In accordance with Board Policy No. 011, the Administration recommends the FRIST READING of revised Policy No. 104: *Nondiscrimination in Employment and Contract Practices*.

### IV. FIRST READING OF POLICY NO. 139.1: EXTRACURRICULAR PARTICIPATION BY CHARTER OR CYBER CHARTER STUDENTS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 139.1: *Extracurricular Participation by Charter or Cyber Charter Students*.

### V. FIRST READING OF POLICY NO. 209.1: FOOD ALLERGY MANAGEMENT

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 209.1: *Food Allergy Management*.

**VI. FIRST READING OF REVISED POLICY NO. 217: GRADUATION REQUIREMENTS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 217: *Graduation Requirements*.

**VII. 2015 KENNYWOOD PICNIC**

It is recommended that the Board approve **Wednesday, June 17, 2015** as the Kennywood Picnic Day for the 2014/2015 school year.

**For Information Only**

This new date will be adjusted for the adopted 2014/2015 school year calendar.

**VIII. ALLEGHENY INTERMEDIATE UNIT – NOTICES OF ADOPTION POLICIES, PROCEDURES AND USE OF FUNDS**

The Administration recommends the approval of the Allegheny Intermediate Unit’s *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR 300.101 through 300.624 as part of the IDEIA Application for the 2014/2015 school year.

**IX. PROFESSIONAL DEVELOPMENT**

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

|                       |   |            |
|-----------------------|---|------------|
| <b>John Murphy</b>    | AP Comparative Government & Politics<br>Philadelphia Convention Center<br>Philadelphia, PA<br>July 10, 2014             | \$1,215.16 |
| <b>Beth Salimbene</b> | American Speech Hearing Association (ASHA)<br>David L. Lawrence Convention Center<br>Pittsburgh, PA<br>July 24-27, 2014 | \$399.00   |

# **EDUCATION REPORT**

**May 29, 2014**

**Ms. Raeann Lindsey, Chairperson**

## **FOR INFORMATION ONLY**

**I. STAFFING UPDATE**

**II. ESL CORE PROGRAM**

**III. AP EXPANDED OFFERINGS**

**IV. EXTENDED SCHOOL YEAR UPDATE**

**V. EVALUATION UPDATE FOR PROFESSIONAL STAFF**

**VI. EPI-PENS AND AED SIGNAGE**

# PERSONNEL REPORT

May 29, 2014

Mr. Joseph Finucan, Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

#### A. Middle School Principal

It is recommended that the Board accept the letter of resignation from **Keith Konyk**, Keystone Oaks Middle School Principal, effective June 30, 2014.

#### B. Systems Administrator

It is recommended that the Board accept the resignation from **Brian Reese**, Systems Administrator, effective June 16, 2014.

#### C. Athletic Director

It is recommended that the Board accept the resignation from **Kenneth Hustava**, Athletic Director, effective June 30, 2014.

### II. APPOINTMENTS

#### A. Extended School Year

The Administration recommends the following individuals be approved for the *Extended School Year Program*, being held on Tuesdays, Wednesdays, and Thursdays (July 8 through July 31, 2014):

| <u>Name</u>            | <u>Position</u>     | <u>Name</u>             | <u>Position</u>  |
|------------------------|---------------------|-------------------------|------------------|
| <b>Deena DiChellis</b> | Secondary Level     | <b>To Be Determined</b> | Guidance         |
| <b>Hope Muno</b>       | Elementary Level    | <b>Kelly Tolley</b>     | Speech Therapist |
| <b>Marlo Ortiz</b>     | Middle School Level | <b>Alexandra Polens</b> | Paraprofessional |
| <b>Terry Oberst</b>    | Elementary Level    |                         |                  |

Salary in compliance with the KOEA Agreement 2011 – 2016 based on a per period rate of \$26.40 to \$42.37.

| <u>Name</u>           | <u>Position</u>        |
|-----------------------|------------------------|
| <b>Jodi Bernhard</b>  | Paraprofessional (PCA) |
| <b>Janet Shedlock</b> | Paraprofessional       |

Salary in compliance with the KOESPA Agreement 2009 – 2014 based on an hourly rate of \$11.51 to \$14.31. (Additional \$0.50 per hour for Personal Care Aide)

### III. TEACHING LOAD COMPENSATION

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load**, it is recommended that the following individuals be compensated as per this Article:

#### **A. Secondary Teacher Stipends for Class Sizes at 30 or Above**

| <u>Employee</u>           | <u>School</u> | <u>Compensation</u> |
|---------------------------|---------------|---------------------|
| <b>Jennifer Bogdanski</b> | High School   | \$1,000             |
| <b>Patrick Falsetti</b>   | Middle School | \$2,000             |
| <b>Lisa Forlini</b>       | High School   | \$1,000             |
| <b>Kevin Gallagher</b>    | High School   | \$1,000             |
| <b>Sarah Hardner</b>      | Middle School | \$2,000             |
| <b>Nancy Kraemer</b>      | High School   | \$1,000             |
| <b>Steve McCormick</b>    | High School   | \$1,000             |
| <b>Roman Nardozi</b>      | High School   | \$2,000             |
| <b>Kim Smykal</b>         | High School   | \$1,000             |
| <b>Joan Young</b>         | High School   | \$3,000             |
| <b>Total:</b>             |               | \$15,000            |

#### **B. Secondary Teacher Stipends for Teaching 7 out of 8 Periods**

| <u>Employee</u>            | <u>School</u> | <u>Compensation</u> |
|----------------------------|---------------|---------------------|
| <b>Andrew Bochicchio</b>   | High School   | \$1,000             |
| <b>Jennifer Bogdanski</b>  | High School   | \$1,000             |
| <b>Don Bowlin</b>          | High School   | \$ 200              |
| <b>Emily Brill</b>         | Middle School | \$1,000             |
| <b>Kelly Connolly</b>      | High School   | \$1,000             |
| <b>Maria Dayka</b>         | High School   | \$1,000             |
| <b>Dena DeChellis</b>      | High School   | \$1,000             |
| <b>Suzanne Deemer</b>      | High School   | \$ 400              |
| <b>Lisa Forlini</b>        | High School   | \$1,000             |
| <b>Joyelle Galiszeswki</b> | High School   | \$1,000             |



|                            |               |          |
|----------------------------|---------------|----------|
| <b>Kevin Gallagher</b>     | High School   | \$1,000  |
| <b>Karen Hagy</b>          | Middle School | \$1,000  |
| <b>Heather Hakos-Hruby</b> | High School   | \$1,000  |
| <b>Nick Kamberis</b>       | High School   | \$1,000  |
| <b>Danielle Kandrack</b>   | High School   | \$1,000  |
| <b>Joshua Kirchner</b>     | High School   | \$1,000  |
| <b>Joseph Klipa</b>        | Middle School | \$ 400   |
| <b>Nicole Kochanski</b>    | High School   | \$1,000  |
| <b>Tricia Kreitzer</b>     | High School   | \$1,000  |
| <b>Michele Lowers</b>      | High School   | \$1,000  |
| <b>Michael Magri</b>       | High School   | \$1,000  |
| <b>Steve McCormick</b>     | High School   | \$1,000  |
| <b>Michael Orsi</b>        | High School   | \$1,000  |
| <b>Nadine Pisano</b>       | Middle School | \$1,000  |
| <b>Dennis Sarchet</b>      | Middle School | \$1,000  |
| <b>Julie Schindehette</b>  | High School   | \$1,000  |
| <b>Michael Turner</b>      | High School   | \$1,000  |
| <b>Total:</b>              |               | \$25,000 |

**C. Secondary Teacher Stipends for Teaching More than One Prep during the Same Period**

| <u>Employee</u>            | <u>School</u> | <u>Compensation</u> |
|----------------------------|---------------|---------------------|
| <b>Georgene Bemis</b>      | High School   | \$3,000             |
| <b>Jennifer Bogdanski</b>  | High School   | \$1,000             |
| <b>Dena DeChellis</b>      | High School   | \$1,000             |
| <b>Heather Hakos-Hruby</b> | High School   | \$5,000             |
| <b>Tricia Kreitzer</b>     | High School   | \$ 200              |
| <b>Michael Magri</b>       | High School   | \$1,000             |
| <b>Steve McCormick</b>     | High School   | \$1,000             |
| <b>Jeffrey Oestreich</b>   | High School   | \$3,000             |
| <b>Michael Orsi</b>        | High School   | \$1,000             |
| <b>Beth Smith</b>          | High School   | \$1,000             |
| <b>Michael Turner</b>      | High School   | \$1,000             |
| <b>Total:</b>              |               | \$18,200            |

**D. Elementary Teacher Stipends for Second Semester**

| <u>Employee</u>       | <u>School</u> | <u>Compensation</u> |
|-----------------------|---------------|---------------------|
| <b>Deborah Bucek</b>  | Dormont       | \$1,000             |
| <b>Lori DeMartino</b> | Dormont       | \$2,000             |
| <b>Mary Ann Lucas</b> | Dormont       | \$2,000             |

|                          |         |          |
|--------------------------|---------|----------|
| <b>Scott Mizikar</b>     | Dormont | \$2,000  |
| <b>Amy Guiliani</b>      | Aiken   | \$2,000  |
| <b>Jill Graham</b>       | Aiken   | \$4,000  |
| <b>Daniel Galentine</b>  | Myrtle  | \$4,000  |
| <b>Jennifer Kusserow</b> | Myrtle  | \$4,000  |
| <b>Total:</b>            |         | \$21,000 |

# FINANCE REPORT

May 29, 2014

Mr. Daniel Domalik, Chairperson

## BOARD ACTION REQUESTED

### I. COMMITTED REAL ESTATE TAX REFUNDS

The Administration recommends that the Board approve the Committed Real Estate Tax Refunds to the General Fund to pay Real Estate Tax Refunds as of April 30, 2014 in the amount of \$468,872.00 and the remaining amount of \$151,128.00 to Committed for PSERS Future Retirement increases.

### II. ACCOUNTS PAYABLE APPROVAL LISTS

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

- |  |                       |
|--|-----------------------|
| A. Accounts Payable for May 20, 2014                   | <b>TO BE PROVIDED</b> |
| B. Food Service Fund Accounts Payable for May 20, 2014 | <b>TO BE PROVIDED</b> |

**TOTAL**

### III. ATHLETIC BIDS

It is recommended that the Board approve the following Athletic Bids for the 2014/2015 school year:

- |                                       |             |
|---------------------------------------|-------------|
| • Aluminum Athletic Equipment Company | \$10.00     |
| • Century Sports                      | \$70,334.27 |
| • M-F Athletic Company                | \$159.90    |
| • Passon's Sports                     | \$1,335.03  |

**TOTAL** **\$71,839.20**

### IV. CUSTODIAL SUPPLY BIDS

It is recommended that the Board approve the following Custodial Supply Bids for the 2014/2015 school year:

|                            |                    |
|----------------------------|--------------------|
| • AGF                      | \$9.50             |
| • Calico Industries        | \$277.60           |
| • Central Poly Corporation | \$5,330.00         |
| • DH Bertenthal & Son      | \$269.00           |
| • LM Colker                | \$6,940.36         |
| <b>TOTAL</b>               | <b>\$12,826.46</b> |

**V. CONTRACT TO SELL OR PURCHASE MEALS –HEAD START**

It is recommended the Board approve the *Contract to Sell or Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2014/2015 school year.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION**

| ACCT                                   | DESCRIPTION             | 2013-2014<br>BUDGET<br>TOTAL | 2013-2014<br>10 MONTH<br>APRIL/ACTUAL | MONTH END +<br>ESTIMATED<br>PROJECTION | OVER<br>(UNDER)<br>BUDGET |
|--|-------------------------|------------------------------|---------------------------------------|--|---------------------------|
| <b>Revenue</b>                         |                         |                              |                                       |  |                           |
| 6000                                   | Local Revenue Sources   | \$ 25,101,155                | \$ 25,067,769                         | \$ 25,329,425                          | \$ 228,270                |
| 7000                                   | State Revenue Sources   | \$ 9,917,008                 | \$ 7,011,977                          | \$ 9,837,422                           | \$ (79,586)               |
| 8000                                   | Federal Revenue Sources | \$ 446,504                   | \$ 112,054                            | \$ 462,345                             | \$ 15,841                 |
| <b>Total Revenue</b>                   |                         | <b>\$ 35,464,667</b>         | <b>\$ 32,191,800</b>                  | <b>\$ 35,629,192</b>                   | <b>\$ 164,525</b>         |
|  |                         |                              |                                       |  | (OVER)<br>UNDER<br>BUDGET |
| <b>Expenditures</b>                    |                         |                              |                                       |  |                           |
| 100                                    | Salaries                | \$ 14,673,483                | \$ 10,251,907                         | \$ 14,620,656                          | \$ 52,827                 |
| 200                                    | Benefits                | \$ 7,848,904                 | \$ 5,659,451                          | \$ 7,575,649                           | \$ 273,255                |
|  | Professional/Technical  |                              |                                       |  |                           |
| 300                                    | Services                | \$ 1,060,408                 | \$ 1,011,031                          | \$ 1,348,086                           | \$ (287,678)              |
| 400                                    | Property Services       | \$ 1,468,919                 | \$ 1,181,639                          | \$ 1,440,405                           | \$ 28,514                 |
| 500                                    | Other Services          | \$ 4,208,192                 | \$ 3,288,603                          | \$ 4,409,904                           | \$ (201,712)              |
| 600                                    | Supplies/Books          | \$ 1,419,255                 | \$ 1,270,278                          | \$ 1,397,466                           | \$ 21,789                 |
| 700                                    | Equipment/Property      | \$ 111,475                   | \$ 70,228                             | \$ 77,139                              | \$ 34,336                 |
| 800                                    | Other Objects           | \$ 1,441,760                 | \$ 1,664,142                          | \$ 1,664,142                           | \$ (222,382)              |
| 900                                    | Other Financial Uses    | \$ 3,703,500                 | \$ 3,747,810                          | \$ 3,747,810                           | \$ (44,310)               |
| <b>Total Expenditures</b>              |                         | <b>\$ 35,935,896</b>         | <b>\$ 28,145,090</b>                  | <b>\$ 36,281,257</b>                   | <b>\$ (345,361)</b>       |
| <b>Expenditures exceeding Revenues</b> |                         | <b>\$ (471,229)</b>          | <b>\$ 4,046,710</b>                   | <b>\$ (652,065)</b>                    | <b>\$ (180,836)</b>       |

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
April 30, 2014**

|  | <b>03/31/2014</b>           |                            |                              |                        | <b>4/30/2014</b>            |
|--|-----------------------------|----------------------------|------------------------------|------------------------|-----------------------------|
|  | <b>ENDING</b>               | <b>DEBIT</b>               | <b>CREDIT</b>                | <b>INTEREST</b>        | <b>ENDING</b>               |
|  | <b>BALANCE</b>              | <b>RECEIVED</b>            | <b>DISBURSED</b>             | <b>INCOME</b>          | <b>BALANCE</b>              |
| <b>GENERAL FUND</b>                    |                             |                            |                              |                        |                             |
| PNC BANK                               | \$ 1,689,046                | \$ 2,244,879               | \$ (2,892,170)               | \$ -                   | \$ 1,041,754                |
| PLGIT                                  | \$ 12,823,289               | \$ 655,140                 | \$ (1,500,000)               | \$ 308                 | \$ 11,978,737               |
| PSDLAF -interest paid quarterly        | \$ 153,700                  |                            | \$ -                         | \$ 920                 | \$ 154,620                  |
| INVEST PTOGRAM                         | \$ 170,691                  |                            |                              | \$ 7                   | \$ 170,698                  |
|  | <u>\$ 14,836,726</u>        | <u>\$ 2,900,019</u>        | <u>\$ (4,392,170)</u>        | <u>\$ 1,234</u>        | <u>\$ 13,345,809</u>        |
| <b>CAFETERIA FUND</b>                  |                             |                            |                              |                        |                             |
| PNC BANK                               | \$ 144,476                  | \$ 187,251                 | \$ (224,880)                 |                        | \$ 106,846                  |
| PLGIT                                  | \$ 442,424                  | \$ 37,703                  | \$ (300,582)                 | \$ 11                  | \$ 179,555                  |
|  | <u>\$ 586,900</u>           | <u>\$ 224,954</u>          | <u>\$ (525,463)</u>          | <u>\$ 11</u>           | <u>\$ 286,401</u>           |
| <b>CONSTRUCTION FUND / CAP RESERVE</b> |                             |                            |                              |                        |                             |
| PNC BANK                               | \$ 176,505                  | \$ -                       | \$ -                         | \$ 7                   | \$ 176,512                  |
| <b>GRAND TOTAL</b>                     | <u><b>\$ 15,600,131</b></u> | <u><b>\$ 3,124,973</b></u> | <u><b>\$ (4,917,633)</b></u> | <u><b>\$ 1,252</b></u> | <u><b>\$ 13,808,722</b></u> |

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2014**

| <b>Bank Account - Status</b>      | <b>Middle / High School</b> | <b>Athletics</b> |
|-----------------------------------|-----------------------------|------------------|
| Cash Balance as of March 31, 2014 | \$ 124,839.84               | \$ 57,230.79     |
| Deposits (General Fund Transfer)  | \$ 16,344.00                | \$ -             |
| Subtotal                          | \$ 141,183.84               | \$ 57,230.79     |
| Expenditures                      | \$ 21,031.00                | \$ 4,337.50      |
| Cash Balance as of April 30, 2014 | \$ 120,152.84               | \$ 52,893.29     |

# FACILITIES & TRANSPORTATION

May 29, 2014

Mr. Matthew Cesario, Chairperson

## BOARD ACTION REQUESTED

### I. SUMMER WORK PROGRAM

The Administration recommends the following individuals be approved to work for the *Summer Work Program* (pending receipt of all legal documents and clearances):

| <u>NAME</u>     | <u>RATE/HOUR</u> | <u>YEARS WITH DISTRICT</u> |
|-----------------|------------------|----------------------------|
| Bryanna Russo   | \$7.75           | 3                          |
| Nina Braun      | \$7.50           | 2                          |
| Khrisna Chhetri | \$7.50           | 2                          |
| Donald Daube    | \$7.50           | 2                          |
| Josh Gulden     | \$7.50           | 2                          |
| Surya Kafle     | \$7.50           | 2                          |
| Nevin Kelly     | \$7.50           | 2                          |
| Nikole Medved   | \$7.50           | 2                          |
| Jessica Porter  | \$7.50           | 2                          |
| Nirpa Tamang    | \$7.50           | 2                          |
| Michael Cramer  | \$7.25           | 1                          |
| Zachary DeNardo | \$7.25           | 1                          |
| Jake Dindak     | \$7.25           | 1                          |
| Thomas Hustava  | \$7.25           | 1                          |

|                          |        |   |
|--------------------------|--------|---|
| <b>Parmila Kafley</b>    | \$7.25 | 1 |
| <b>Dinesh Nepal</b>      | \$7.25 | 1 |
| <b>Rikesh Sharma</b>     | \$7.25 | 1 |
| <b>Danielle Super</b>    | \$7.25 | 1 |
| <b>Charlie Wallander</b> | \$7.25 | 1 |
| <b>David Yantz</b>       | \$7.25 | 1 |



# TECHNOLOGY REPORT

May 29, 2014

**Mr. Donald Howard, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. NETWORK PROJECTS**

The Administration recommends the approval of the network switch and wireless projects pending the approval of the proposed district budget. Total cost is \$113,748 per year for three years.

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 103

Section PROGRAMS

# Policy

**AFFIRMATIVE**

**ACTION/NONDISCRIMINATION IN/SCHOOL**

Title & CLASSROOM PRACTICES

# Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

|                         |   |  |
|-------------------------|---|--|
| <p><b>Section 1</b></p> | <p style="text-align: center;"><b>POLICY NO. 103 – <u>NONDISCRIMINATION</u><br/><u>IN/AFFIRMATIVE</u><br/><u>ACTION PROGRAM/SCHOOL</u><br/><u>AND CLASSROOM PRACTICES</u></b></p> <p><b><u>Authority/Purpose</u></b></p> <p><u>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.</u></p> <p><u>The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The District shall make reasonable accommodation for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.</u></p> <p><u>The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</u></p> <p><u>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegation are substantiated. Confidentiality of all parties shall be maintained, consistent with the District’s legal and investigative</u></p> | <p><u>SC 13103721 et seq.</u><br/><u>Title 22 Sec. 4.4, 12.1.12.4, 15.1 et seq.</u><br/><u>24 P.S. Sec. 5004</u><br/><u>43 P.S. Sec. 951 et seq.</u><br/><u>Title IX</u><br/><u>20 U.S.C. Sec. 1681 et seq., 6321</u><br/><u>29 U.S.C. Sec. 794</u><br/><u>Title VI</u><br/><u>42 U.S.C Sec. 2000d et seq.,</u><br/><u>12101 et seq.</u></p> |
|-------------------------|---|--|

**POLICY NO. 103 – NONDISCRIMINATION  
IN AFFIRMATIVE  
ACTION PROGRAM/ SCHOOL  
AND CLASSROOM PRACTICES**

obligations.

No reprisals or retaliation shall occur as a result of good faith charges of discrimination.

~~It is the policy of the Keystone Oaks School District not to discriminate on the basis of race, sex, religion, color, national origin, age, handicap, or limited English proficiency, in its educational programs, services, facilities or activities as required by Title IX of the 1975 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964 as amended, Section 503 and 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable state or federal statute.~~

For information regarding programs, services, activities and facilities that are accessible to and usable by disabled persons or for inquiries regarding civil rights compliance contact:

Coordinator of Pupil Personnel Services Keystone Oaks School District  
1000 Kelton Avenue  
Pittsburgh, PA 15216  
412/571-6013

or

Director of the Office of Civil Rights  
Department of Education  
Washington, DC

**Section 2**

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations~~To ensure compliance with this policy,~~ the Board designates the Superintendent~~shall designate a member of the administrative staff to~~ as the District's Compliance Officer. The title and authority may be delegated to an administrative member.

**POLICY NO. 103 – NONDISCRIMINATION  
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AND CLASSROOM PRACTICES**

However, in the event the title and authority is delegated to an administrative member, that member will always keep the Superintendent informed of complaints filed and investigations conducted.

The District's Compliance Officer shall:

1. Coordinate efforts of the District to comply with this policy with regards to curriculum and materials, training, student access, district support, and student evaluation;
2. Develop and ensure the maintenance of a filing system to keep all records required under this policy;
3. Investigate any complaints of violations of this policy;
4. Administer the complaint procedure established in this policy; and
5. Develop affirmative action programs as appropriate.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

The Compliance Officer Superintendent shall provide for the

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~~publish~~~~ation and disseminate~~ ~~of~~ this policy ~~at least annually~~ ~~on~~ ~~an ongoing basis~~ to students ~~and~~, parents/guardians, employees, and the public through handbooks and on the District website. ~~S~~uch publication shall include the name, office address and telephone number of the ~~C~~ompliance ~~O~~fficer ~~administrator~~ designated in this policy.

**Section 3**

**Guidelines/Procedures**

**Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available on the District website, from the building principal or the administrative office, but oral complaints shall be acceptable.

**Step 2 – Investigation**

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other

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information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been cancelled or concluded.

**Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

**Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Discipline Code for students, Board policies, and district procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Office shall review the investigation and the investigative report and may also conduct a reasonable investigation.

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3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the investigation.

**Equivalence Between Schools**

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies, and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:

1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The District shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be

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processed in accordance with Board policy.

~~Any students and/or parents may initiate the Title IX Citation and Inquiry Procedure through the compliance officer designated in this policy. The District's Title IX Contact form shall be used for the Phase I conference and, should the interested person wish a review, for the Phase II conference with the Superintendent of Schools. These Citation and Inquiry Procedures shall be carried out with appropriate dispatch and confidentiality to protect the rights of all parties involved.~~

References:

~~School Code – 3721 et seq.  
PA Code – Title 22, Sec. 5.10, 5.4~~

References:

School Code – 24 P.S. Sec. 1310

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.

Unfair Education Practices – 24 P.S. Sec. 5004

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6321

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000d et seq. (Title VI)



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Federal Anti-Discrimination and Civil Rights Regulations –

28 CFR Part 35, Part 41

34 CFR Part 100, Part 104, Part 106, Part 110

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 104

Section PROGRAMS

# Policy

**AFFIRMATIVE**

**ACTIONNONDISCRIMINATION IN EMPLOYMENT**

Title & CONTRACT PRACTICES

# Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

|                         |  |   |
|-------------------------|--|---|
| <p><b>Section 1</b></p> | <p style="text-align: center;"><b>POLICY NO. 104 – <u>NONDISCRIMINATION</u><br/><u>IN AFFIRMATIVE</u><br/><u>ACTION</u> EMPLOYMENT AND CONTRACT<br/>PRACTICES</b></p> <p><b><u>Authority Purpose</u></b></p> <p><u>The Board declares it to be the policy of this District to provide to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state law and regulations.</u></p> <p><u>The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</u></p> <p><u>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegation are substantiated. Confidentiality of all parties shall be maintained, consistent with the District’s legal and investigative obligations.</u></p> <p><u>No reprisals or retaliation shall occur as a result of good faith charges of discrimination.</u></p> | <p><u>43 P.S. Sec. 336.3, 951 et seq.</u></p> <p><u>Title IX, 20 U.S.C. Sec. 1681 et seq.</u></p> <p><u>29 U.S.C. Sec. 206, 621 et seq., 794</u></p> <p><u>42 U.S.C. Sec. 1981 et seq.</u></p> <p><u>Title VII, 42 U.S.C. Sec. 2000e et seq.</u></p> <p><u>42 U.S.C. Sec. 12101 et seq.</u></p> |
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**POLICY NO. 104 – NONDISCRIMINATION  
IN AFFIRMATIVE  
ACTION EMPLOYMENT AND CONTRACT  
PRACTICES**

~~The Board of School Directors declares it to be the policy of this District to guarantee to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, ancestry, national origin or handicap/disability.~~

~~Title VI, IX  
29 CFR  
PL-101-336  
SC-5001-5010  
ADA of 1992~~

**Section 2**

**Delegation of Responsibility Authority**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, achieve the aforesaid goal, the Board ~~designates~~directs the Superintendent ~~to assume the responsibility of coordinating and implementing activities~~ as the District's Compliance Officer. The title and authority may be delegated to an administrative member. In the event that the title and authority is delegated to an administrative member, the delegated administrator will notify the Superintendent when a complaint is filed and during the investigation, and will file a completed report with the Superintendent.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Development of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing, and hiring.
4. Promotions.
5. Disciplinary actions, up to and including terminations.

The building principal, supervisor or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the employee or third party of the right to file a

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| <p><b>Section 3</b></p> | <p style="text-align: center;"><b>POLICY NO. 104 – <u>NONDISCRIMINATION</u><br/><u>IN AFFIRMATIVE</u><br/><u>ACTION EMPLOYMENT AND CONTRACT</u><br/><u>PRACTICES</u></b></p> <p><u>complaint and the complaint procedure.</u></p> <p>2. <u>Notify the complainant and the accused of the progress at appropriate stages of the procedure.</u></p> <p>3. <u>Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</u></p> <p>The <u>Compliance Officer</u><del>Superintendent</del> shall <del>provide for the publication</del><u>publish and disseminate</u> of this policy <u>at least annually on an ongoing basis</u> to students <del>and</del>, <u>parents/guardians, employees, and the public through handbooks and on the District website.</u> <del>Such</del> publication shall include the name, office address and telephone number of the <u>Compliance Officer</u><del>administrator</del> designated in this policy.</p> <p><b><u>Responsibility Guidelines</u></b></p> <p><del>It shall be the duty of the Superintendent or the Compliance Officer to:</del></p> <p><del>Job Analysis: Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling said positions and salary guides for any discrimination, inadvertent or otherwise, that might exist.</del></p> <p><del>Should a complaint arise from any inequalities resulting from the application of this policy, the employee may file a complaint according to the applicable complaint policy for that classification of employee.</del></p> <p><del>The Compliance Officer shall report to the Board on progress made in affirmative action program for employment/contract practices as needed.</del></p> <p><b><u>Step 1 – Reporting</u></b></p> <p><u>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or the employee’s supervisor.</u></p> | <p>Policy 326, 426, 526</p> |
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**POLICY NO. 104 – NONDISCRIMINATION  
IN AFFIRMATIVE  
~~ACTION~~ EMPLOYMENT AND CONTRACT  
PRACTICES**

If the building principal or supervisor is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available on the District website, from the building principal or the administrative office, but oral complaints shall be acceptable.

**Step 2 – Investigation**

Upon receiving a complaint of discrimination, the building principal or supervisor shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal or supervisor to investigate the complaint, unless the building principal or supervisor is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been cancelled or concluded.

**Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

**Step 4 – District Action**

**POLICY NO. 104 – NONDISCRIMINATION  
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**ACTION EMPLOYMENT AND CONTRACT  
PRACTICES****

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Office shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the investigation.

References:

Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3

Pennsylvania Human Relations Act – 43. P.S. Sec. 951 et seq.

Equal Pay Act – 29 U.S.C. Sec. 206

Age Discrimination in Employment Act – 29 U.S.C. Sec. 621 et

**POLICY NO. 104 – NONDISCRIMINATION  
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seq.

Section 504 of Rehabilitation Act – 29 U.S.C. Sec. 794  
Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of  
Federal Regulations – 28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission  
Regulations, Title 29, Code of Federal Regulations – 29 CFR  
Parts 1600-1691

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 139.1

Section PROGRAMS

Title EXTRACURRICULAR PARTICIPATION BY CHARTER/CYBER CHARTER STUDENTS

Adopted —

Revised —

|                         |  |  |
|-------------------------|--|--|
| <p><b>Section 1</b></p> | <p style="text-align: center;"><b>POLICY NO. 139.1 EXTRACURRICULAR PARTICIPATION BY CHARTER/CYBER CHARTER STUDENTS</b></p> <p><b><u>Authority</u></b></p> <p>The Board shall approve participation in the district’s extracurricular activities and interscholastic athletic programs by a student enrolled in a charter or cyber charter school if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student is a resident of the school district.</li> <li>2. There is no violation of interscholastic athletic rules.</li> <li>3. The student fulfills all eligibility criteria required for participation in an activity by district students, in accordance with Board Policy 122 Extracurricular Activities and Policy 123 Interscholastic Athletics.</li> </ol> <p>The Board shall not provide individual transportation for students enrolled in charter or cyber charter schools who participate in the district’s extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, charter/cyber charter students shall be required to use the transportation provided by the district.</p> <p>The Board may require the charter or cyber charter school to pay the cost of the expenses for its students’ participation in the district’s extracurricular activities or interscholastic athletic</p> | <p>SC 1719A, 1749A<br/>Pol. 139</p> <p>Pol. 122, 123</p> |
|-------------------------|--|--|



**POLICY NO. 139.1 EXTRACURRICULAR  
PARTICIPATION BY CHARTER/CYBER CHARTER  
STUDENTS**

programs.

**Section 2**

**Guidelines**

Charter and cyber charter school students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs.

A charter or cyber charter school student may only participate in extracurricular activities and interscholastic athletic programs at the school building the student would normally be assigned to if he/she was enrolled in the school district.

If a class for credit held during the school day by the district is required for participation in activities that take place outside of the class, charter/cyber charter students shall not be eligible to participate in such activities.

The following guidelines shall govern participation in the district's extracurricular activities and interscholastic athletic programs by eligible charter and cyber charter school students, who shall:

1. Meet the same eligibility criteria required of district students, in accordance with applicable Board policies and administrative regulations.
2. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.
3. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.
4. Comply with policies, rules and regulations of the activity's governing organization.
5. Meet attendance and reporting requirements established for all participants of the activity or program.
6. Meet the requirements for physical examinations, physical

Pol. 122, 123

Pol. 122, 123, 204,  
218, 218.1

SC 511

**POLICY NO. 139.1 EXTRACURRICULAR  
PARTICIPATION BY CHARTER/CYBER CHARTER  
STUDENTS**

fitness and any height and/or weight restrictions.

7. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.

**Section 3**

**Delegation of Responsibility**

The building principal or designee shall receive and review written verification from the charter or cyber charter school that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

The district shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

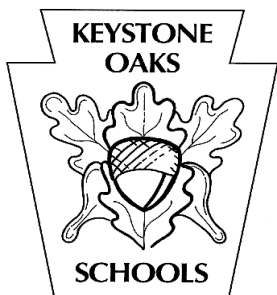
The district shall develop a procedure to ensure that the charter and cyber charter students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.

References:

School Code – 24 P.S. Sec. 1719A, 1749A

Board Policy – 122, 123, 139, 204, 218

# Policy Guide



Policy No. 209.1

Section PUPILS

Title FOOD ALLERGY MANAGEMENT

Adopted March 27, 2014

Revised

|   |  |
|---|--|
| <b>POLICY NO. 209.1<br/>FOOD ALLERGY MANAGEMENT</b> |  |
| <b>Section 1</b>                                    | <p><b><u>Purpose</u></b></p> <p>The Board is committed to providing a safe and healthy environment for students with documented food allergies and shall establish policy to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> <li>1. Reduce and/or eliminate the likelihood allergic reactions.</li> <li>2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.</li> <li>3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.</li> <li>4. Ensure a safe environment for any individual inside a District facility.</li> </ol> <p>The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.</p> |
| <b>Section 2</b>                                    | <p><b><u>Authority</u></b></p> <p>The Board adopts this policy in accordance with the applicable state and federal laws and regulations and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing documented food allergies in the schools.</p>   |
|   | SC 1422.3  |

**POLICY NO. 209.1  
FOOD ALLERGY MANAGEMENT**

**Section 3**

**Definitions**

**Food Allergy** – an abnormal, adverse reaction to a food that is triggered by the body’s immune system.

**Medical Plans of Care** – written documents individualized for a particular student with a severe or life-threatening food allergy to address the student’s needs throughout the day, including:

1. **Emergency Care Plan (ECP)** – a medical plan of care based on the information provided by the student’s personal physician and parents/guardians and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** – a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student’s healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals.

The IHP shall include a Food Allergy Medical Management Action Plan developed by a student’s personal healthcare team and family, which shall outline the student’s prescribed healthcare regimen and be signed by the student’s board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. **Related Services Component in Individualized Education Program (IEP)** – that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student’s needs.
4. **Section 504 Service Agreement** – a medical plan of care which references development and implementation of an

Pol. 113

**POLICY NO. 209.1  
FOOD ALLERGY MANAGEMENT**

IHP and ECP as well as other accommodations, educational aids and services a student with a documented food allergy requires in order to have equal access to educational programs, non-academic services and extracurricular activities as students without food allergies.

**Section 4**

**Development/Enforcement for Medical Plans of Care**

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons. Appropriate medical plans of care, on a case-by-case basis, may supersede Administrative Procedures.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component from the student's personal physician which provides information to the school nutrition service regarding each student with documented food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Disregard of provisions set forth in a student's Medical Plan of Care by faculty or staff of Keystone Oaks will result in disciplinary action.

Pol. 210, 210.1

**POLICY NO. 209.1  
FOOD ALLERGY MANAGEMENT**

**Section 5**

**Accommodating Students with Disabling and/or Special Dietary Needs**

Students with a documented food allergy will be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district must provide reasonable and similar accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy may include metabolic conditions (e.g. diabetes), severe food allergies or cerebral palsy.

Parents/guardians of students who fall under this Sec 15b.40 provision must obtain a written medical statement signed by a licensed physician, physician's assistant or certified registered nurse practitioner, which shall be included with the student's medical plan of care. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.

The district will make appropriate accommodations, substitutions or modifications for students who have a special dietary need, but who do not meet the definition of disability, such as food intolerance that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis and will involve the parent(s)/guardian of the student and school personnel.

Parents/guardians of students who fall under this provision must obtain a written medical statement signed by a physician,

Pol. 103.1, 113

7 CFR Sec. 15b.40

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|-------------------------|---|-----------------------------|
|                         | <p style="text-align: center;"><b>POLICY NO. 209.1</b><br/><b>FOOD ALLERGY MANAGEMENT</b></p> <p>physician assistant or certified registered nurse practitioner identifying the following:</p> <ol style="list-style-type: none"> <li>1. The medical or other special dietary condition which restricts the student’s diet.</li> <li>2. The food(s) to be omitted from the student’s diet.</li> </ol>   |                             |
| <p><b>Section 6</b></p> | <p><b><u>Confidentiality</u></b></p> <p>The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student’s parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.</p>  | <p>Pol. 113.4, 209, 216</p> |
| <p><b>Section 7</b></p> | <p>Release of a student’s confidential information by faculty or staff is a direct violation of FERPA and/or HIPAA laws and will result in disciplinary action.</p> <p><b><u>Prevention</u></b></p> <p>In order to reduce and/or eliminate the likelihood of allergic reactions the District shall enact guidelines to limit where food can be served and consumed in school facilities so that appropriate cleanliness standards can be maintained. Food may only be served and/or consumed in designated non-instructional areas, such as the cafeteria and staff lounges, except on a case by case basis where a student has medical or special education needs that must be met.</p> <p>Events which will include food must be held in the cafeteria or another designated area. Faculty, staff, parents/guardians, and students must submit the type of food and complete ingredient list to the main office in each building 72 hours prior to that food being served to allow time for school personnel to review and approve. Food that is not pre-approved cannot be served and will be sent home.</p> | <p>FERPA, HIPAA</p>         |
| <p><b>Section 8</b></p> | <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee, in coordination with the school nurse, school nutrition services, and other pertinent staff, shall</p>   |                             |

**POLICY NO. 209.1**  
**FOOD ALLERGY MANAGEMENT**

develop, maintain, and periodically review administrative procedures to implement this policy or adopt as administrative procedures the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing documented food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during any activity occurring in a school facility outside of the school day.

Faculty or staff who become aware of a student's food allergy and where no Medical Plan of Care is already established must report this to the school nurse so an evaluation can be made if the student has special dietary needs that need to be accommodated.

Administrative procedures will address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.

Pol. 210, 210.1

Pol. 246

Pol. 209, 216

Pol. 805



**POLICY NO. 209.1  
FOOD ALLERGY MANAGEMENT**

10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

**References:**

School Code – 24 P.S. Sec. 1422.1, 1422.3

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

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

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

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations -34 CFR Part 99

Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104

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

Board Policy – 103, 103.1, 113, 113.4, 121, 146, 209, 210,

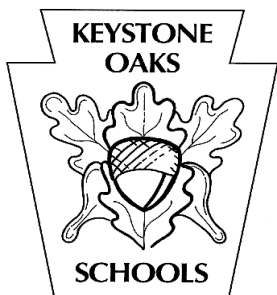
**POLICY NO. 209.1**  
**FOOD ALLERGY MANAGEMENT**

210.1, 216, 246, 805, 808, 810

*Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies* – National School Boards Association

*Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel* – Pennsylvania Departments of Education and Health

# Policy Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted August 21, 1989

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

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

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GRADUATION REQUIREMENTS**

**High School Graduation Requirements for the Graduation  
Classes of 2014 – 2016**

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

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

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

~~In order to be eligible for graduation, students in the Classes of 2014, 2015, and 2016 must demonstrate proficiency of the Pennsylvania Academic Standards and Eligible Content for the Keystone Exams in the areas of Algebra I and Literature. These two end-of-course Keystone Exams will serve as a stand-alone proficiency requirement for Keystone Oaks students. These specific Keystone Exams will be administered at the direction of the District according to published guidelines by the Pennsylvania Department of Education (PDE) when a child has completed that particular course.~~

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**Non-Proficient Students – Keystone Exams**

Beginning in ~~2013-2014~~ 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.

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 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, ~~January 16, 1999~~ March 1, 2014, as amended.

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

|  |                   |
|--|-------------------|
| 1. English   | 6 credits         |
| 2. Social Studies<br>(Must include government,<br>economics and world history)*  | 4 credits         |
| 3. Mathematics   | 4 credits         |
| 4. Science   | 3 credits         |
| 5. Physical Education/Wellness   | 1 credit          |
| 6. * <b>S.T.E.A.M.</b>   | 1 credit          |
| <p>*<b>S.T.E.A.M.</b> refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the <b>S.T.E.A.M.</b> designation.</p> |                   |
| 7. On-line Course  | .5 credit         |
| 8. Electives   | 6.5 credits       |
| 9. Community Service<br>(Equivalent to 120 hours of community service)   | 1 credit          |
| <b>Total</b>   | <b>27 credits</b> |

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

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

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~~Students must score proficient or above on Algebra I, Biology, and Literature Keystone Exams in order to graduate.~~ 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 ~~developed~~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 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

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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.

2. *Students Eligible for Special Education*

~~Children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team shall be granted and issued a regular high school diploma even if the special education program of a child with a disability does not otherwise meet these assessment requirements.~~

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 AVTS 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.



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- 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 satisfactory 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*
- CTEVS students may be eligible to meet the assessment requirements based upon satisfaction of the following:
- a. Demonstration of proficiency in each of the State Core Academic Standards not assessed by a State assessment.
  - b. Demonstration of proficiency in those subjects required for federal accountability purposes.
  - c. Demonstrate proficiency on the required Keystone Exams or a Pennsylvania Skills Assessment (NOCTI) to meet the requirement for testing in Composition and Civics and Government.
  - d. Achievement of a score of competent or advanced on a PA State Skill Assessment (such as NOCTI, NIMS or other PDE-approved exam).
  - e. CTE 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, CTEVS students must still take and complete courses

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associated with the State academic **Core** Standards and take the associated Keystone Exams ~~or Board approved independently validated assessment~~ 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 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**

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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:
  - 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.

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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 beginning in 2016-2017, the performance level demonstrated, total of the score, for each Keystone Exam will be placed on the transcript.

**Section 3**

**Delegation of Responsibility**

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

- a. careful recording of each student's progress and accumulation of graduation requirements;
- b. counseling of students to know what is expected of them for completion of their schooling;
- c. issuance of periodic warnings to students in danger of not fulfilling graduation requirements;
- d. preparation of a list of all graduation students for the information of the Board and for release to the public;
- e. preparation of suitable diplomas for graduating students;
- f. planning and execution of graduation ceremonies which fittingly mark this important achievement, ~~and~~
- g. use of appropriate and/or alternative assessment instruments to determine the degree to which a student who has not attended the School District during each of

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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-

~~Statutory references:~~

~~Section 16-1611, 16-1613 and 16-1614 of the Public School Code of 1949, as amended; 24 P.S. Sections 1-101 et seq; 22 Pa Code Section 4.24.~~

References

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

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