

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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, December 15, 2015**  
**7:00 PM**

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

**December 15, 2015 – Business/Legislative Meeting**

**7:00 PM Meeting**

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

**January 12, 2016 – Work Session**

**7:00 PM Meeting**

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

**BOARD PRESIDENT’S REPORT**  
**December 15, 2015**

**Ms. Patricia Ann Shaw**

**BOARD ACTION REQUESTED**

**I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of November 10, 2015, and the Business/Legislative Minutes of November 17, 2015.

**II. SETTLEMENT AGREEMENT AND RELEASE**

It is recommended that the Board approve a settlement agreement and release in the matter of Keystone Oaks School District versus Indemnity Insurance Company as presented.

**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>To Be Announced</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**

## **IX. 2016 BOARD MEETING DATES**

The 2016 Board Meeting dates are listed below through the month of June:

<b>Tuesday</b>	January 12, 2016	Work Session
<b>Tuesday</b>	January 19, 2016	Business/Legislative Meeting
<b>Tuesday</b>	February 9, 2016	Work Session
<b>Tuesday</b>	February 16, 2016	Business/Legislative Meeting
<b>Tuesday</b>	March 8, 2016	Work Session
<b>Tuesday</b>	March 15, 2016	Business/Legislative Meeting
<b>Tuesday</b>	April 12, 2016	Work Session
<b>Tuesday</b>	April 19, 2016	Business/Legislative Meeting
<b>Tuesday</b>	May 10, 2016	Work Session
<b>Tuesday</b>	May 17, 2016	Business/Legislative Meeting
<b>Tuesday</b>	June 14, 2016	Work Session
<b>Tuesday</b>	June 21, 2016	Business/Legislative Meeting

**NO MEETINGS IN JULY**

# SUPERINTENDENT'S REPORT

December 15, 2015

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### **I. MEDICAL RESCUE TEAM SOUTH AUTHORITY (MRTSA) MEMBERSHIP**

The Administration recommends that the Board approve the continued membership with the Medical Rescue Team South Authority at a rate of \$1,950.00, effective January 1, 2016 through December 31, 2016.

### **II. SECOND READING OF POLICY NO. 105.1: REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS, STUDENTS**

It is recommended that the Board approve the SECOND READING of Policy No. 105.1: *Review of Instructional Materials by Parents/Guardians, Students.*

### **III. SECOND READING OF POLICY NO. 256: ANTI-BULLYING**

It is recommended that the Board approve the SECOND READING of Policy No. 256: *Anti-Bullying.*

### **IV. SECOND READING OF POLICY NO. 256: ANTI-BULLYING – ATTACHMENT AR-1 FORM A – INCIDENT REPORT**

It is recommended that the Board approve the SECOND READING of Policy No. 256: *Anti-Bullying Attachment AR-1 Form A – Incident Report.*

### **V. SECOND READING OF POLICY NO. 256: ANTI-BULLYING – ATTACHMENT AR-2 FORM B – FACT-FINDING**

It is recommended that the Board approve the SECOND READING of Policy No. 256: *Anti-Bullying Attachment AR-2 Form B- Fact-Finding.*

### **VI. PROFESSIONAL DEVELOPMENT**

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

<b>Beth Ann Padden</b>	Advanced ALICE Training Quaker Valley Middle School February 15-16, 2016	\$595.00
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# PERSONNEL REPORT

December 15, 2015

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. TENURE

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, it is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

**Melissa Palmieri**

Special Education

Keystone Oaks Middle School

Effective: November 15, 2015

**Natalie Korchak**

Grade 1

Dormont Elementary School

Effective: November 30, 2015

### II. LEAVE OF ABSENCE CORRECTION

It is recommended that the Board approve a leave of absence for **Marlo Fryer**, Autistic Support, Dormont Elementary School, effective January 13, 2016 with an anticipated return date of May 31, 2016.

### III. FOOD SERVICE EMPLOYEE

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Melissa Tarabay** as a Food Service employee, Aiken Elementary, at \$9.25/hour, pending receipt of all legal documents and clearances, for the 2015/2016 school year.

### IV. EXTRA DUTY APPOINTMENTS

#### 1. Elementary Musical

It is recommended that the Board approve a total stipend of \$1,600.00 for the Elementary School Musical (encompasses all three elementary schools) for the following individuals: **Jennifer Harke, Deborah Leonard and Robert Naser.**

2. **High School Musical**

In compliance with the *Keystone Oaks Education Association 2011-2016, Article XXVII, Activities Positions and Compensation*, it is recommended that the Board approve the following individuals and stipends for the high school musical:

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Compensation</u></b>
Instrumental Director	<b>William Eibeck</b>	\$1,160.00
Choral Director	<b>Kirk Howe</b>	\$ 751.00
Make-up Director	<b>Kirk Howe</b>	\$ 445.00
Accompanist	<b>Kirk Howe</b>	\$ 854.00

# FINANCE REPORT

December 15, 2015

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of December 11, 2015 (Check No. 50098 – 50336)	\$ 864,650.90
B. Risk Management as of December 11, 2015 (Check No. none)	\$ none
C. Food Service Fund as of December 11, 2015 (Check No. 9047 – 9048)	\$ 1,693.46
D. Athletics as of December 11, 2015 (Check No. 2011 – 2014)	\$ 1,348.39
E. Renovations as of December 11, 2015 (Check No. 1519 – 1523)	\$ 252,117.36
Total	\$1,119,810.11

### II. CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve continued membership in the Allegheny Intermediate Unit's Joint Purchasing Program for 2016 in the following areas, but not limited to:

Custodial Supplies	Natural Gas
Electricity	Paper Supplies
Gasoline, Diesel Fuel & Heating Oil	

The regular member position for the Joint Purchasing Program will be assigned to **Sharon Gologram**, Director of Fiscal Services and the alternate member position will be assigned to **Christopher Swickline**, Director of Buildings, Grounds and Transportation.

#### For Information Only

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.



### **III. RESOLUTION – APPLYING FOR EXCEPTIONS UNDER ACT 1 OF 2006**

It is recommended that the Board adopt a resolution allowing the Administration to prepare a Proposed Preliminary Budget for the 2016/2017 fiscal year and to apply for exceptions through the Pennsylvania Department of Education under Act 1 of 2006 and further refined under Act 25 of 2011.

#### **For Information Only**

The Proposed Preliminary Budget will be on public display no later than December 30, 2015 and the Proposed Preliminary Budget will be adopted at the January 19, 2016 Business/Legislative Meeting.

#### **Resolution Authorizing Proposed Preliminary Budget Display and Advertising and Authorizing Referendum Exception**

**RESOLVED**, by the Board of School Directors of the Keystone Oaks School District, as follows:

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a **Preliminary Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.
3. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 2.4%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

### **IV. DELAY OF PAYMENT FOR THIRD QUARTER PSERS OBLIGATION**

The Administration recommends that the Board authorize the delaying of the payment for the Third Quarter PSERS obligation until the state budget is settled.

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 NOVEMBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 27,655,388	\$ 25,159,037		\$ (2,496,351)
7000	State Revenue Sources	\$ 10,900,050	\$ 261,633		\$ (10,638,417)
8000	Federal Revenue Sources	\$ 422,147	\$ -		\$ (422,147)
<b>Total Revenue</b>		<b>\$ 38,977,585</b>	<b>\$ 25,420,670</b>		<b>\$ (13,556,915)</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 15,494,762	\$ 4,493,845		\$ 11,000,917
200	Benefits	\$ 9,358,336	\$ 3,065,347		\$ 6,292,989
300	Professional/Technical Services	\$ 1,534,500	\$ 483,746		\$ 1,050,754
400	Property Services	\$ 1,238,812	\$ 589,215		\$ 649,597
500	Other Services	\$ 4,654,947	\$ 1,336,812		\$ 3,318,135
600	Supplies/Books	\$ 1,327,059	\$ 951,980		\$ 375,079
700	Equipment/Property	\$ 586,000	\$ 513,786		\$ 72,214
800	Other Objects	\$ 888,169	\$ 349,883		\$ 538,286
900	Other Financial Uses	\$ 3,895,000	\$ 3,375,629		\$ 519,371
<b>Total Expenditures</b>		<b>\$ 38,977,585</b>	<b>\$ 15,160,243</b>	<b>\$ -</b>	<b>\$ 23,817,342</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 10,260,428</b>	<b>\$ -</b>	<b>\$ 10,260,428</b>

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 2015**

Bank Account - Status	Middle / High School	Athletics
<b>Cash Balance</b>	\$ 111,649.36	\$ 32,314.66
<b>Deposits(General Fund transfer)</b>	\$ 6,277.16	\$ 14,010.10
<b>Subtotal</b>	\$ 117,926.52	\$ 46,324.76
<b>Expenditures</b>	\$ 5,089.29	\$ 1,348.39
<b>Cash Balance</b>	\$ 112,837.23	\$ 44,976.37

### III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 NOVEMBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 177,903		\$ (297,452)
7000	State Revenue Subsidy	\$ 87,647	\$ 3,376	\$ 5,886	\$ (78,385)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 36,586	\$ 84,284	\$ (264,289)
<b>Total Revenue</b>		<b>\$ 948,161</b>	<b>\$ 217,865</b>	<b>\$ 90,170</b>	<b>\$ (640,125)</b>
					(OVER) UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 347,018	\$ 121,108		\$ 225,910
200	Benefits	\$ 139,201	\$ 55,403		\$ 83,798
300	Professional/Technical Services	\$ 200	\$ -		\$ 200
400	Property Services	\$ 8,750	\$ 20,599		\$ (11,849)
500	Other Services	\$ 2,725	\$ 785		\$ 1,940
600	Supplies/Food	\$ 438,206	\$ 102,725		\$ 335,481
700	Equipment/Property	\$ 1,000	\$ 346		\$ 654
800	Other Objects	\$ -	\$ -		\$ -
900	Other Financial Uses	\$ -	\$ -		\$ -
<b>Total Expenditures</b>		<b>\$ 937,100</b>	<b>\$ 300,965</b>	<b>\$ -</b>	<b>\$ 636,135</b>
<b>INCOME / (LOSS)</b>		<b>\$ 11,061</b>	<b>\$ (83,100)</b>	<b>\$ 90,170</b>	<b>\$ (3,991)</b>

# **FACILITIES REPORT**

**December 15, 2015**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. DISTRICT LIGHTING PROJECT**

It is recommended that the Board approve **Merit Electrical Group, Inc.** as the contractor to install new lighting throughout the District, minus the High School Facility but including new lighting in the High School gymnasium, at a cost not to exceed \$684,063.84. This amount includes the cost of materials and labor.

#### **For Information Only**

If it is decided to install LED lighting in the High School gymnasium, this would be an increase in cost and would require a vote by the Board to make such a change.

# ACTIVITIES & ATHLETICS REPORT

December 15, 2015

Mr. Robert Brownlee, Chairperson

## **BOARD ACTION REQUESTED**

### **I. UPMC ATHLETIC TRAINING SERVICES AGREEMENT**

The Administration recommends that the Board approve the UPMC Athletic Training Services Agreement for a term of five (5) years running from July 1, 2016 through June 30, 2021. The following amounts will be invoiced quarterly by UPMC Presbyterian Shadyside:

2016/2017: \$25,000.00

2017/2018: \$28,000.00

2018/2019: \$28,000.00

2019/2020: \$29,000.00

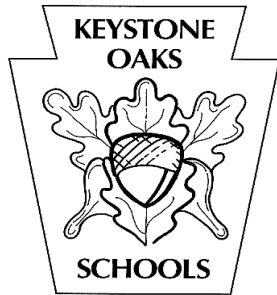
2020/2021: \$30,000.00

### **For Information Only**

The reduction in cost (\$3,000.00) in the first year of the Agreement will allow the District to apply monies toward a new ice machine.

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 105.1

Section PROGRAMS

Title **REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS**

Adopted JANUARY 16, 1995

Revised FEBRUARY 16, 1998

POLICY NO. 105.1		
<b><u>CURRICULUM REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS</u></b>		
Section 1	<p><b><u>Purpose</u></b></p> <p><del>This Board adopts this policy is to ensure comply with the requirements of the State Board of Education that school districts adopt policies to assure</del> that parents/guardians and students have <u>an opportunity to review instructional materials and have</u> access to information about the curriculum, <u>including academic standards to be achieved, instructional materials, and assessment techniques.</u></p>	<p><u>Title 22 Sec. 4.4</u> <u>20 U.S.C. Sec. 1232h</u></p>
Section 2	<p><b><u>Authority Definition</u></b></p> <p><u>Instructional material</u> means instructional content that is provided to a student, regardless of its format, <u>including printed or representational materials, and materials in electronic or digital formats (such as materials accessible through the Internet).</u> Also included are <u>assignment tasks and rubrics, course calendars, lesson plans, homework calendars, and course readings.</u> For purposes of this policy, <u>the term does not include academic tests or academic assessments.</u> <del>School districts shall adopt policies to assure that parents have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques.</del></p>	<p><u>20 U.S.C. Sec. 1232h</u></p> <p><u>Title 22 Sec. 5.4</u> <u>(d)(1)(2)</u></p>
Section 3	<p><b><u>Guidelines</u></b></p> <p>Upon request by a <del>qualifying</del> parent/guardian or <del>qualifying</del> student <del>under this policy,</del> the school District will make available existing information about the curriculum, including <u>academic standards to be achieved, expected student learning outcomes,</u> instructional materials and assessment techniques.</p>	<p><u>20 U.S.C. Sec. 1232h</u> <u>Pol. 102, 105, 127</u></p>

**POLICY NO. 105.1**

**CURRICULUM REVIEW OF INSTRUCTIONAL MATERIALS  
BY PARENTS/GUARDIANS AND STUDENTS**

This information is included in course syllabi which will be made available to parents/guardians and students at the beginning of each school year.

~~Requests for more detailed information should follow the procedure listed below~~ The following conditions shall apply to any request:

1. To assist the ~~school~~ District in providing the correct records to meet the needs of the requesting party, the request, which may be verbal, electronic or written, must ~~be in writing~~, convey setting forth the type of question to be answered and the general specific material being sought for review. If applicable, the relevant time frame for materials sought should be provided.
2. The written request must be sent to the Director of Curriculum, Instruction, Assessment, and Staff Development ~~Assistant Superintendent~~.
3. The ~~D~~istrict will respond to the parent/guardian or student within ~~two~~ (240) school days by designating the time and location for the review.
4. The ~~D~~istrict may take ~~such action as is necessary~~ action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor ~~watch over~~ the review of the materials.
5. No parent/guardian or student shall be permitted to remove original or copy written materials provided for review. Photocopies of the material of courses of study can will be made available at the parents' /guardians' expense if material is not copy written. Taking of notes by parents/guardians and students is permitted.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

~~This policy shall become void and unenforceable if the regulation of the State Board of Education, upon which it is based, i.e., Title 22, Sec. 5.4(d)(1) and (2), is repealed, modified or declared invalid in whole or in part.~~

Title 22 Sec. 4.4  
20 U.S.C. Sec. 1232h

**POLICY NO. 105.1**  
**CURRICULUM-REVIEW OF INSTRUCTIONAL MATERIALS**  
**BY PARENTS/GUARDIANS AND STUDENTS**

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1

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

Board Policy – 102, 105, 127, 235

20 U.S.C. Sec. 1232h



KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 256

Section PUPILS

Title ANTI-BULLYING

Adopted NOVEMBER 15, 2007

Revised DECEMBER 6, 2012

	<p style="text-align: center;"><b>POLICY NO. 256 ANTI-BULLYING</b></p> <p><b>Section 1</b>     <u><b>Purpose</b></u></p> <p>The Keystone Oaks School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The School District seeks to avoid these adverse effects, maintain the safety of the school environment and provide opportunities to rehabilitate a student who has engaged in bullying.</p> <p><b>Section 2</b>     <u><b>Definition</b></u></p> <p><b>Bullying</b> shall be defined as an intentional and unwelcome electronic (cyber), written, verbal, or physical act, or series of acts that has these characteristics:</p> <ol style="list-style-type: none"> <li>1. It is directed at another student or group of students.</li> <li>2. It is severe, persistent or pervasive.</li> <li>3. It has the effect of: <ol style="list-style-type: none"> <li>a. Substantially interfering with a student's education;</li> <li>b. Substantially disrupting the orderly operation of the school;</li> <li>c. Creating a threatening environment;</li> </ol> </li> <li>4. Occurs in a "school setting:" "School setting" shall mean in the school, on school grounds, in school vehicles, on</li> </ol>	<p style="text-align: center;"><u>SC 1303.1</u></p>
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**POLICY NO. 256  
ANTI-BULLYING**

contracted school vehicles, at a designated bus stop, or during any activity sponsored, supervised, or sanctioned by the school and/or District.

The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the requirements of ~~2.1, 2.2 and 2.3~~ number 3 (above).

**Cyber harassment of a child** is a form of bullying. A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:

1. Seriously disparaging statement or opinion about the child’s physical characteristics, sexuality, sexual activity or mental or physical health or condition.
2. Threat to inflict harm.

The law makes cyber harassment of a child a third-degree misdemeanor, punishable by a maximum of \$2,500 fine and/or one year in prison. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile’s record being expunged.

**Course of Conduct** – A pattern of action composed of more than one act over a period of time, however short evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawing, caricatures or actions, either in person or anonymously.

**Emotional distress** – A temporary or permanent state of mental anguish.

**Seriously disparaging statement or opinion** – A statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim’s age and which produces some physical manifestation of the distress.

**Section 3**

**General Guidelines**

1. It shall be a violation of ~~this-District~~ Policy for any student or adult to engage in, encourage and/or condone, or

SC 1303.1

Title 18 Sec. 2709

Title 18 Sec. 2709

Title 18 Sec. 2709

Title 18 Sec. 2709

Title 18 Sec. 2709

Pol. 848

**POLICY NO. 256  
ANTI-BULLYING**

communicate, any form of bullying. It shall also be a violation of ~~this~~ Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation. In addition, cyber harassment is a criminal offense under PA Act 26 of 2015 and may be deemed to have been committed at the place where the child who is the subject of the communication resides.

2. School District employees are required to report alleged violations of this Policy to the Building Principal or the Superintendent in accordance with the procedures set forth herein.
3. The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board of School Directors with appropriate recommendations.
4. The Administration is directed to continue to assess, and to make recommendations to the Board of School Directors, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.

**Section 4**

**Dissemination of Policy**

This Anti-bullying Policy will be disseminated annually to all school staff, students, and parents. It will be distributed each year to all students with a copy of the Student Handbook, or will be incorporated into the Handbook. Building administrators will develop a procedure for discussing the Policy with students in individual buildings. The Policy will also be posted on the District web page and published at a minimum of once each year in a the District publication newsletter and be made available in every classroom. ~~Copies of the Anti-bullying Policy shall be posted in all classrooms and I~~ information on the Anti-bullying Policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks.

In addition, the Administration will develop procedures for training all chaperones and sponsors on the Policy.

**Section 5**

**General Procedures Relating to Complaint**

**POLICY NO. 256  
ANTI-BULLYING**

Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The Principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his designee shall investigate the complaint.

**Section 6**

**Investigation Procedure**

1. Separate interviews of the Complainant and the alleged ~~bully~~ ~~with~~ perpetrator will be conducted and all information will be documented in written form on Form A. Each of the involved individuals will be asked to sign an Acknowledgment of the statements provided during the interview. At the time of the interview, a copy of this Policy will be provided to the individuals involved and the Policy and complaint procedure will be reviewed with each individual.
2. During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation. Each student may have his or her parent or guardian present during the interview and parental involvement in this process will be encouraged.

If the Building Principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such a separation of the alleged victim and the alleged ~~perpetrator~~ ~~bully~~ or close monitoring of the alleged ~~perpetrator~~ ~~bully~~, such measures shall be taken until the investigation is completed.

3. A fact-finding investigation will be conducted and a written record of the fact-finding investigation including witness

**POLICY NO. 256  
ANTI-BULLYING**

interviews, findings of the investigation and recommended action shall be set forth on Form B.

4. The results of the fact-finding investigation, including any recommended action will be shared with the Complainant and with the ~~Accused-bully~~.
5. If the Building Principal has conducted the investigation, he/she shall report his/her findings to the Superintendent. The Superintendent may consult with the Solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.
6. If the investigation results in a finding that a student has engaged in bullying in violation of this Policy, the Building Principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to, suspension from school, or a recommendation to the Superintendent that the student be expelled from school following a hearing before the Board. In determining the level of discipline to be imposed, the Building Principal shall consider:
  - a. ~~The~~ prior disciplinary record of the student-perpetrator~~;~~
  - b. ~~The~~ relative ages and maturity levels of the students~~;~~
  - c. ~~The~~ nature and frequency of the inappropriate conduct by the student-perpetrator toward the student-victim~~;~~
  - d. ~~The~~ degree of harm experienced by the student-victim~~;~~
  - e. ~~The~~ extent, if any, to which the student-perpetrator encouraged or involved other students ~~in of~~ the bullying of the student-victim~~;~~
  - f. ~~A~~any other circumstances or factors deemed relevant on this issue.

Pol. 218

References:

School Code – 24 P.S. Sec. 1301.1

Board Policy – 218, 848

**POLICY NO. 256  
ANTI-BULLYING**

Title 18 (Crimes and Offenses) – Sec. 2709

**INCIDENT REPORT  
ANTI-BULLYING POLICY**

1. Name of Complainant \_\_\_\_\_
2. Date(s) Time(s) of Alleged Incident(s) \_\_\_\_\_
3. a. Notification of Complainant's Parent(s) / Guardian(s) \_\_\_\_\_  
Date
- b. Notification of Accused's Parent(s) / Guardian(s) \_\_\_\_\_  
Date
4. Location of Alleged Incident(s) \_\_\_\_\_
5. Accused Party \_\_\_\_\_
6. Witness(es) to the Alleged Incident \_\_\_\_\_  
\_\_\_\_\_
7. Description of Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Other pertinent history and / or information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional pages attached ( ) Yes ( ) No

9. Were the Civil Authorities notified? ( ) Yes ( ) No
10. Do you wish to have a conciliatory meeting? ( ) Yes ( ) No\*  
*\*If no, fact-finding will take place.*

\_\_\_\_\_  
*Signature of Complainant*

\_\_\_\_\_  
*Date*

***\*Attach incident report to fact-finding sheet when appropriate.***

FACT-FINDING FORM  
ANTI-BULLYING POLICY

1. Accused party notified of the complaint \_\_\_\_\_ Date \_\_\_\_\_

2. Accused party provided an opportunity to respond ( ) Yes ( ) No \*If no, why not?  
\_\_\_\_\_  
\_\_\_\_\_

\*Additional statement attached. ( ) Yes ( ) No

3. Witness Interviewed \_\_\_\_\_ Date \_\_\_\_\_  
Statement \_\_\_\_\_

\*Additional statement attached. ( ) Yes ( ) No

4. Witness Interviewed \_\_\_\_\_ Date \_\_\_\_\_  
Statement \_\_\_\_\_

\*Additional statement attached. ( ) Yes ( ) No

5. Witness Interviewed \_\_\_\_\_ Date \_\_\_\_\_  
Statement \_\_\_\_\_

\*Additional statement attached. ( ) Yes ( ) No

6. Summary of Findings \_\_\_\_\_  
\_\_\_\_\_

7. Recommended Action by Investigator \_\_\_\_\_  
\_\_\_\_\_

8. Fact-finding results and recommended action shared with:

a. Parent(s) / Guardian(s) of the Accused \_\_\_\_\_ Date \_\_\_\_\_

b. Complainant \_\_\_\_\_ Date \_\_\_\_\_

c. Complainant \_\_\_\_\_ Reviewed policy ( ) Yes ( ) No  
Signature

d. Accused Party \_\_\_\_\_ Reviewed policy ( ) Yes ( ) No  
Signature

\* Signature does not necessarily connote agreement with the results and/or recommendation, but only that the information (exclusive of disciplinary action taken toward the accused) was provided.