

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, February 16, 2016
7:00 PM

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

February 16, 2016 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Phipps Fairchild Challenge:
“Spring Blooms of Western PA” Winner**
- **Science Bowl Winners – KO Middle & Elementary Schools**
- **PMEA District Band Recognition**
- **Student & Staff Highlights Presentation: Mrs. Sarah Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

March 8, 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

February 16, 2016

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 12, 2016, and the Business/Legislative Minutes of January 19, 2016.

FOR INFORMATION ONLY

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

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

February 16, 2016

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING OF POLICY NO. 103.1: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

It is recommended that the Board approve the SECOND READING of Policy No. 103.1: *Nondiscrimination – Qualified Students with Disabilities.*

II. SECOND READING OF POLICY NO. 127: ASSESSMENT SYSTEM

It is recommended that the Board approve the SECOND READING of Policy No. 127: *Student Assessment.*

III. SECOND READING OF POLICY NO. 711: NAMING RIGHTS

It is recommended that the Board approve the SECOND READING of Policy No. 711: *Naming Rights.*

IV. SECOND READING OF POLICY NO. 920: COMMERCIAL ADVERTISING ON SCHOOL PROPERTY/WEBSITE

It is recommended that the Board approve the SECOND READING of Policy No. 920: *Commercial Advertising on School Property/Website.*

V. FIRST READING OF POLICY NO. 105: CURRICULUM

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

VI. FIRST READING OF POLICY NO. 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

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

VII. FIRST READING OF POLICY NO. 237: EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

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

VIII. FIRST READING OF POLICY NO. 240: HOMELESS STUDENTS

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

IX. KEYSTONE OAKS MIDDLE SCHOOL – BEST FRIENDS CLUB

The Administration recommends the implementation of the Keystone Oaks Middle School Best Friends Club. There will be one (1) sponsor who will be paid a stipend of \$1,100.00 to be prorated for the remainder of this school year. This sponsorship will be begin on April 1, 2016.

X. ADOPTION OF THE 2016/2017 SCHOOL CALENDAR

It is recommended that the Board adopt the 2016/2017 school year calendar as presented by the Superintendent. (Pages 6-7)

**KEYSTONE OAKS SCHOOL DISTRICT
2016 – 2017 SCHOOL CALENDAR**

August 2016				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	(18)	(19)
(22)	(23)	(24)	(25)	(26)
29	30	31		

September 2016				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

() One (1) pre-year work day must be completed during this window.

 First & Last Student Day

 Inservice

 Holiday Dates – No School

 Kennywood Picnic

Make-Up Days:

1. Monday, February 20, 2017
2. Thursday, April 13, 2017
3. Monday, April 17, 2017

**KEYSTONE OAKS SCHOOL DISTRICT
2016 – 2017 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 24, 25, 26	Preparation / Inservice / Clerical	August	3	6
August 29	First Day for Students			
September 5	Labor Day (No School)	September	21	21
October 10	Columbus Day (No School)	October	20	20
November 8	Inservice Professional Development / Clerical			
November 24, 25, 28	Thanksgiving Vacation (No School)	November	18	19
December 26-30	Winter Recess (No School)	December	17	17
January 2	Winter Recess (No School)			
January 16	Martin Luther King Day (Inservice)			
January 23	Clerical	January	19	21
February 20	Presidents' Day (No School)	February	19	19
March 31	Inservice / Clerical	March	22	23
April 13, 14, 17	Spring Break	April	17	17
May 29	Memorial Day (No School)	May	22	22
June 8	Last Day for Students	June	6	7
June 9	Last Day for Teachers / Clerical			
			184	192

STAFF DAYS

August 24.....	Final Day for Room Preparation
August 25, 26.....	Professional Development
November 8	Professional Development / Clerical
January 16.....	Professional Development
January 23.....	Clerical
March 31.....	Professional Development /Clerical
June 9.....	Clerical

PARAPROFESSIONAL DAYS

August 25.....	School Start-Up Activities / Training
August 26.....	Training / Preparation Duties
January 16	Training

VACATION DAYS

September 5.....	Labor Day
October 10	Columbus Day
November 24, 25, 28.....	Thanksgiving Vacation
December 26 – January 2.....	Winter Recess
February 20.....	Presidents' Day
April 13, 14, 17.....	Spring Break
May 29.....	Memorial Day

IMPORTANT DAYS

August 29, 2016.....	First Day for Students
June 8, 2017.....	Last Day for Students
June 9, 2017.....	Last Day for Teachers
June 21, 2017....	Kennywood Picnic

EDUCATION REPORT

February 16, 2016

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. KEYSTONE OAKS MIDDLE SCHOOL: REVISED PROGRAM OF STUDIES AND COURSE CHANGES

The Administration recommends the approval of the revised Keystone Oaks Middle School Program of Studies and course changes for the 2016/2017 school year.

PERSONNEL REPORT

February 16, 2016

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. PARAPROFESSIONAL – MYRTLE AVENUE ELEMENTARY SCHOOL

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Natalie Zivic**, as a paraprofessional, Myrtle Avenue Elementary School, effective February 8, 2016. Salary is in compliance with the Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2009-2014.

II. TENURE

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

Kelly Connolly
Keystone Oaks Middle School
Effective: February 22, 2016

FINANCE REPORT

February 16, 2016

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of February 12, 2016 (Check No. 50498 – 50737)	\$ 786,770.62
B. Risk Management as of February 12, 2016 (Check No. none)	\$ None
C. Food Service Fund as of February 12, 2016 (Check No. 9054 – 9055)	\$ 2,838.04
D. Athletics as of February 12, 2016 (Check No. 2016-2019)	\$ 7,390.00
E. Renovations as of February 12, 2016 (Check No. 1526 – 1529)	\$ <u>936,922.97</u>
TOTAL	\$ 1,733,921.93

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2016/2017 school year as follows:

2016/2017

- Parkway West General Operating Budget \$5,919,322.00
- Parkway West Jointure Budget \$476,534.00

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

- Parkway West General Operating Budget \$496,803.37
- Parkway West Jointure Budget \$31,919.70

For Information Only

The District's estimated share toward the General Operating Budget reflects an increase of \$50,282.97. The District's estimated share toward the Jointure Budget is an increase of \$2,461.08.

III. ERIC RYAN CORPORATION – EVALUATE AND AUDIT UTILITIES AND TELECOMMUNICATIONS INVOICES

It is recommended that the Board approve the contract with **Eric Ryan Corporation** to provide services to evaluate and audit the utilities and telecommunications invoices for recommendations in regard to potential savings to the District.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 JANUARY ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 27,655,388	\$ 26,438,206		\$ (1,217,182)
7000	State Revenue Sources	\$ 10,900,050	\$ 4,530,326		\$ (6,369,724)
8000	Federal Revenue Sources	\$ 422,147	\$ 273,988		\$ (148,159)
Total Revenue		\$ 38,977,585	\$ 31,242,520	\$ -	\$ (7,735,065)
					(OVER)
					UNDER
					BUDGET
Expenditures					
100	Salaries	\$ 15,494,762	\$ 6,898,391		\$ 8,596,371
200	Benefits Professional/Technical	\$ 9,358,336	\$ 4,488,273		\$ 4,870,063
300	Services	\$ 1,534,500	\$ 721,377		\$ 813,123
400	Property Services	\$ 1,238,812	\$ 888,605		\$ 350,207
500	Other Services	\$ 4,654,947	\$ 1,954,294		\$ 2,700,653
600	Supplies/Books	\$ 1,327,059	\$ 1,013,264		\$ 313,795
700	Equipment/Property	\$ 586,000	\$ 1,767,401		\$ (1,181,401)
800	Other Objects	\$ 888,169	\$ 359,856		\$ 528,313
900	Other Financial Uses	\$ 3,895,000	\$ 3,375,629		\$ 519,371
Total Expenditures		\$ 38,977,585	\$ 21,467,089	\$ -	\$ 17,510,496
Revenues exceeding Expenditures		\$ -	\$ 9,775,431	\$ -	\$ 9,775,431

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 2016

Cash Balance	\$	121,820.45	\$	49,502.93
Deposits	\$	7,384.68	\$	3,560.92
Subtotal	\$	129,205.13	\$	53,063.85
Expenditures	\$	13,883.80	\$	3,000.00
Cash Balance	\$	115,321.33	\$	50,063.85

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 JANUARY ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 257,141		\$ (218,214)
7000	State Revenue Subsidy	\$ 87,647	\$ 10,538		\$ (77,109)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 152,771		\$ (232,388)
Total Revenue		\$ 948,161	\$ 420,451	\$ -	\$ (527,710)
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 347,018	\$ 185,341		\$ 161,677
200	Benefits	\$ 139,201	\$ 82,678		\$ 56,523
300	Professional/Technical Services	\$ 200	\$ 77		\$ 123
400	Property Services	\$ 8,750	\$ 23,604		\$ (14,854)
500	Other Services	\$ 2,725	\$ 940		\$ 1,785
600	Supplies/Food	\$ 438,206	\$ 175,493		\$ 262,713
700	Equipment/Property	\$ 1,000	\$ 5,027		\$ (4,027)
800	Other Objects	\$ -	\$ -		\$ -
900	Other Financial Uses	\$ -	\$ -		\$ -
Total Expenditures		\$ 937,100	\$ 473,159	\$ -	\$ 463,941
INCOME / (LOSS)		\$ 11,061	\$ (52,708)	\$ -	\$ (63,769)

IV. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JANUARY 31, 2016

	<u>01/31/2016</u> <u>BALANCE</u>
GENERAL FUND	
FNB BANK	\$ 1,700,000
PAYROLL (pass-thru account)	\$ 22,011
FNB SWEEP ACCOUNT	\$ 3,881,055
PLGIT	\$ 11,728,573
PSDLAF	\$ 154,650
INVEST PROGRAM	\$ 170,855
	<u>\$ 17,657,144</u>
CAFETERIA FUND	
FNB BANK	\$ 182,366
PLGIT	\$ 364,923
	<u>\$ 547,289</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,730,599
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 757
	<u>\$ 2,831,356</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	\$ 381,396
	<u>\$ 381,396</u>
GRAND TOTAL	<u><u>\$ 21,417,186</u></u>

FACILITIES REPORT

February 16, 2016

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ELECTRICITY AGREEMENT EXTENSION OPPORTUNITY

It is recommended that the Board authorize participation of the Keystone Oaks School District in the West Pennsylvania Electricity Consortium Extension for the purchase of electricity from Direct Energy **only** if the price is **at** or **below** our current price. The extended agreement will begin after the final meter read date in January 2018 under our current agreement for a period of 12 months and the price will include all costs except distribution, sales taxes, and other local utility charges as contained in the original agreement.

II. SCHNEIDER ELECTRIC – INVESTMENT GRADE AUDIT

It is recommended that the Board approve Schneider Electric to perform the Investment Grade Audit on all of the Keystone Oaks High School's HVAC/Boiler System.

For Information Only

Schneider Electric is the chosen contractor from the recent Request for Qualifications advertisements. All costs will be included in the equipment upgrade. If no renovations are requested, the cost will be \$15,000.00.

III. NIRA ENGINEERING – McDONOUGH'S RUN STORM DRAIN PROJECT

It is recommended that the Board approve NIRA Engineering to design, create bid specifications, oversee and inspect the rehabilitation of the McDonough's Run storm drain project. The cost is not to exceed \$21,700.00

IV. JANSON INDUSTRIES – UPGRADE STAGE RIGGING

It is recommended that the Board approve Janson Industries to upgrade the stage rigging as described in the inspection report from Pittsburgh Hoist & Sandbag, LLC. The cost is not to exceed \$46,204.00.

TECHNOLOGY REPORT

February 16, 2016

Mr. Donald Howard, Chairperson

BOARD ACTION REQUESTED

I. REGIONAL WIDE AREA NETWORK

The Administration recommends that the Board approve the Keystone Oaks School District's continued participation in the Regional Wide Area Network in accordance with the Service Order and E-Rate Letter of Agency, effective through June 30, 2021.

For Information Only

The price for the RWAN circuits will be reduced from the current price of \$1,950.00 per month to \$550.00 per month. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The price for Internet access service will be reduced from the current price of \$7.00 per mbps to \$1.00 per mbps. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The total cost will be \$5,760.00. This past year, the total cost was \$13,680.00.

ACTIVITIES & ATHLETICS REPORT

February 16, 2016

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. COMPETITION AND OVERNIGHT TRIPS

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

Future Business Leaders of America (FBLA)

Hershey, PA

Sunday-Wednesday – April 10-13, 2016

Sponsor– **Beth Smith**

Approximate number of students participating – 12

Approximate cost per student - \$617.00

District funds requested – \$4,689.00

Golden Eagles Marching Band

Niagara Falls, NY and Niagara Falls, Canada

Wednesday-Sunday – April 27-May 1, 2016

Sponsors – **William Eibeck, Cynthia Mancini**

Chaperones – Beverly Bronder, Sheila Gunia, Sean Henke, Barbara Hollick, Dianne Kowalski, Elizabeth Merieweher, Jan Palashoff, Cathy Zaharko

Approximate number of students participating – 60-70

Approximate cost per student - \$700.00 (Raised through fund raisers & student payments)

District funds requested - \$270.00 (Cost of one substitute teacher for three days)

High School Dance Team – Jamfest Dance Super Nationals

Covington, KY

Northern Kentucky Convention Center

Friday-Sunday – February 12-14, 2016

Sponsor – **Katie Boyle**

Approximate number of students participating – 10

Approximate cost – \$2,170.00 (Raised through fund raisers & student payments)

No District funds requested.

Odyssey of the Mind (OM)

Pittsburgh, PA (Moon Area High School)

Saturday – March 12, 2016

Sponsor– **Geoffrey Dobson**

Chaperones – To be announced

Approximate number of students participating – 40-45

Approximate cost per team (7 teams) - \$300.00

District funds requested – \$2,100.00

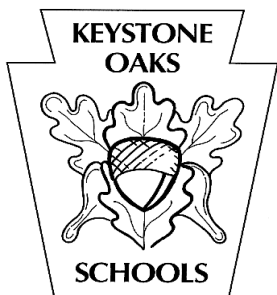
II. ADVERTISE FOR ATHLETIC BIDS – FALL 2016/2017

It is recommended that the Board approve the advertisement for athletic bids for the Fall of the 2016/2017 school year.

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 103.1

Section PROGRAMS

Title NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

Adopted FEBRUARY 16, 2016

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p><u>Purpose</u></p> <p>The Board declares it to be the policy of this District to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.</p> <p>The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.</p> <p>The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.</p>	<p>Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq. 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq. 28 CFR Part 35 34 CFR Part 104 Pol. 103</p> <p>Pol. 848</p>
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<p>Section 2</p>	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p>The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.</p> <p>The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.</p>	
	<p><u>Definitions</u></p>	
	<p>Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.</p>	<p>Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>
	<p>Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.</p>	<p>Title 22 Sec. 15.1 et seq. 34 CFR Part 104</p>
	<p>Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.</p>	<p>Title 22 Sec. 15.7</p>
<p>Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.</p>	<p>Pol. 248</p>	

POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES		
Section 3	<p><u>Delegation of Responsibility</u></p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Supervisor of Pupil Personnel as the District’s Section 504 Coordinator.</p> <p>In addition, each school within the District shall have a Section 504 building administrator which will be the building principal.</p> <p>The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district’s website, if available, and in the student handbook. The District shall notify parents/guardians of students residing in the District of the district’s responsibilities under applicable laws and regulations, and that the District does not discriminate against qualified individuals with disabilities.</p>	<p>34 CFR Sec. 104.7</p> <p>Title 22 Sec. 15.4 34 CFR Sec. 104.32</p>
Section 4	<p><u>Guidelines</u></p> <p><u>Identification and Evaluation</u></p> <p>The District shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The District may combine this search with the district’s IDEA child find efforts, in order to not duplicate efforts.</p> <p>If a parent/guardian or the District has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the District shall provide the other party with written notice.</p> <p>The District shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.</p>	<p>34 CFR Sec. 104.32 Pol. 113</p> <p>Title 22 Sec. 15.5, 25.6 34 CFR Sec. 104.35</p> <p>34 CFR Sec. 104.35</p>

**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

The District shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

34 CFR Sec. 104.35

The District shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the District shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

Title 22 Sec. 15.7

The District shall not implement a Service Agreement until the written agreement is executed by a representative of the District and a parent/guardian.

Title 22 Sec. 15.7

The District shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Title 22 Sec. 15.5

Educational Programs/Nonacademic Services/Extracurricular Activities

The District shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the District

Title 22 Sec. 15.3
34 CFR Sec. 104.34

**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The District shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Discipline

When necessary, the District shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Title 22 Sec. 15.3
34 CFR Sec.
104.34, 104.37
Pol. 112, 123, 810

Pol. 218, 233

Title 22 Sec. 15.6,
15.7, 15.8
34 CFR Sec. 104.35

Title 22 Sec. 15.9
Pol. 216

**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

SC 1303-A
Title 22 Sec. 10.2
35 P.S. Sec. 780-102

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school’s property, in accordance with state and federal laws and regulations the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student’s Service Agreement and Behavior Support Plan, if applicable.

SC 1302.1-A
Title 22 Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 15.2, 15.3, 15.7, 15.9
Pol. 218, 227, 250, 251, 823, 825

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

Title 22 Sec. 10.22, 15.1
Pol. 103, 825

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student’s Service Agreement, subsequent to notification to law enforcement, the District, in consultation with the student’s parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student’s behavior.

Title 22 Sec. 10.23, 15.7

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is

SC 1303-A
Pol. 825

	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p>pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p> <p style="text-align: center;">Procedural Safeguards</p> <p>The District shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p> <p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p> <p><u>Parental Request for Assistance</u></p> <p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> 1. The District is not providing the related aids, services and accommodations specified in the student’s Service Agreement. 2. The District has failed to comply with the procedures and state regulations. <p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p>	<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p> <p>Title 22 Sec. 15.6</p> <p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 15.8</p>
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	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the District for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the District shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p> <p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the District or parents/guardians are not resolved at the informal conference, the District or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p> <p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p> <p style="text-align: center;">Complaint Procedure</p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p>Step 1 – Reporting</p> <p>A student or parent/guardian 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 Section 504 building administrator.</p> <p>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 Section 504 building administrator</p>	<p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 14.162, 15.8</p> <p>Title 22 Sec. 15.8</p> <p>Pol. 103</p>
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**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district’s Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the Section 504 Coordinator or building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 Coordinator or building administrator.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district’s Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator 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.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 Coordinator or Section 504 building administrator shall inform law enforcement authorities about the incident.

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 concluded.

Step 3 – Investigative Report

The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this

**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

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. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

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

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the district’s Section 504 Coordinator within fifteen (15) days.

The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The Section 504 Coordinator 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 Section 504 building administrator who conducted the initial investigation.

**POLICY NO. 103.1
NONDISCRIMINATION – QUALIFIED STUDENTS
WITH DISABILITIES**

References:

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

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 4.4, 10.2, 10.21, 10.22, 10.23, 10.25, 12.1, 12.4, 14.162, 15.1 et seq.

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

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 Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

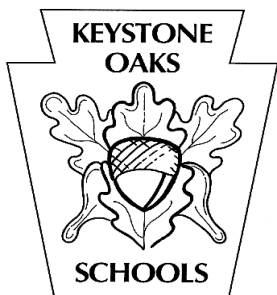
Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99

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

Board Policy – 103, 112, 113, 123, 216, 218, 227, 233, 248, 250, 251, 810, 823, 825, 848

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 127

Section PROGRAMS

Title ASSESSMENT SYSTEM

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 2016;
MAY 18, 1998

POLICY NO. 127 ASSESSMENT SYSTEM	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes its responsibility to develop and implement an assessment system that will determine the degree to which students are achieving academic standards and provide information for improving the educational program.</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall approve an assessment system for use in district schools to assess individual attainment of state and local academic standards, and to identify those students not attaining academic standards and provide assistance. The Board shall approve an assessment system at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.</p> <p>The Board reserves the right to review district assessment measures and to approve those which serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.</p> <p>The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs as per the Keystone/PSSA administration manual. Parent/Guardian requests shall be</p>

Title 22 Sec. 4.12,
4.51, 4.52
Pol. 102

Title 22 Sec. 4.52,
12.41

Title 22 Sec. 4.4

POLICY NO. 127 ASSESSMENT SYSTEM		
	<p>submitted and a meeting scheduled to review the assessments at least two (2) weeks prior to the administration of state assessments if the assessments are available. The District shall ensure the security of the assessment documents.</p> <p>If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Superintendent stating the objection.</p>	Title 22 Sec. 4.4
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input and state regulations.</p> <p>The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations.</p> <p>The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.</p> <p>The Superintendent or designee shall recommend improvements in the educational program, curriculum, and instructional practices based upon student assessment results.</p>	<p>Title 22 Sec. 4.12, 4.51, 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p>
Section 4	<p><u>Guidelines</u></p> <p>Parents/Guardians shall receive information regarding their student's state assessment results from qualified school personnel.</p> <p>The District shall provide assistance to students in attaining academic standards and personal academic growth. The District shall inform students and parents/guardians about how to access</p>	<p>20 U.S.C. Sec. 6311 Pol. 140, 212</p> <p>Title 22 Sec. 4.52, 12.41</p>

**POLICY NO. 127
ASSESSMENT SYSTEM**

such assistance.

Students with disabilities and ELL (English Language Learner) students shall participate in assessments, with appropriate accommodations when necessary.

The following types of assessments will be utilized to assist in measuring student achievement:

1. Norm and criterion referenced assessments.
2. Formative and summative assessments.
3. Projects and performances.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41

No Child Left Behind Act – 20 U.S.C. Sec. 6311

Board Policy – 102, 103.1, 113, 140, 212

Title 22 Sec. 4.51
Pol. 103.1, 113, 140

Policy Guide



Policy No. 711

Section PROPERTY

Title NAMING RIGHTS

Adopted JANUARY 27, 2011

Revised FEBRUARY 16, 2016

POLICY NO. 711 NAMING RIGHTS	
Section 1	<p><u>Purpose</u></p> <p>The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities and property. This policy establishes an equitable process by which the Board of School Directors can assume its responsibility for naming school facilities.</p>
Section 2	<p><u>Definitions</u></p> <p>Facilities include any structure or component thereof located on school grounds; any internal or external amenity.</p>
Section 3	<p><u>Authority</u></p> <p>The School Code authorizes school boards to own and maintain grounds and buildings necessary to provide educational services to school-age children. The Board believes that the naming rights of facilities or areas of the District are a matter of great importance, one that requires careful and considerable thought.</p> <p>In all cases, the Board retains control and ownership over the named facilities. Naming rights will not convey any input or control over the content of programs in the named facilities, nor the disposition of said named facilities. The granting of naming rights under this policy shall not be considered an endorsement by the Board of School Directors of a commercial product, business enterprise, institution of learning, or person(s).</p>

**POLICY NO. 711
NAMING RIGHTS**

The Board reserves the right, in all cases, to refuse to name a particular facility/piece of property.

Requests for Naming Rights consideration shall be submitted to the Superintendent. Submitted applications will be reviewed by the Building, Grounds, and Transportation Committee. The Committee will make recommendations to the Board for approval/modification/rejection. The Superintendent may also make the recommendation to the Board. Granting of naming rights shall require a majority vote of the full board, which will be five (5) votes. The motion to grant naming rights must pass at two (2) subsequent Business/Legislative meetings of the Board.

Section 4

Guidelines

Two (2) circumstances will be considered in which naming rights may be granted; Naming Rights in Consideration, and Naming Rights in Recognition.

Naming Rights in Consideration

“Naming Rights In Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the District of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services. Any financial contribution will be applied to the general fund and will not be limited to a specific area of operation in the District.

Naming Rights in Recognition

“Naming Rights In Recognition” is in recognition of any significant contributions to the District that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and is at the sole discretion of the Board in agreement with the party or their representatives. Naming rights may be granted at the sole discretion of the Board in recognition of the party it wishes to honor.

One (1) of the following three (3) criteria must be fulfilled in order for the granting of naming rights in recognition to be considered:

**POLICY NO. 711
NAMING RIGHTS**

1. Recognition of outstanding service to the District; or outstanding service to the Keystone Oaks community.
2. Recognition of the achievement(s) of distinguished alumni.
3. Recognition of a noteworthy financial or other contribution from a donor (be it way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The District may solicit suitable donations from the advocates of such recognition.

Granting Naming Rights

In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the District's sense of identity as well as in assisting students, staff and visitors to orient themselves within the campus/facility.

Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on school district property.

Any permanent or nonpermanent fixtures shall become the sole property of the Keystone Oaks School District.

The granting of naming rights must always be consistent with Keystone Oaks School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered.

For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. The Board

**POLICY NO. 711
NAMING RIGHTS**

reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

Facilities may be named after major contributors to the District. The Board will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the Board, have and maintain an exemplary record and positive public image. The Board reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual not meeting the requirements set forth herein.

Transferability

Naming rights may be traded by mutual agreement between all parties. Traded is identified as “to exchange or swap one naming right for another.” For example, when a company changes its name, the naming right may be changed or “traded” to reflect the new name. The District may, as it deems necessary, require the person or company to provide compensation for the costs of any such change. If the person or company refuses to or does not provide compensation for such costs, the District reserves the right to remove the name due to the fact that it no longer represents the person or company who received the naming rights.

Limit of Naming Rights

On the Part of the District

The district’s right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

On the Part of the Named Party

The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the parties. The District will not agree to any condition in a contract that could unnecessarily limit the following: progress towards

**POLICY NO. 711
NAMING RIGHTS**

the district's mission and purpose, statutory obligations, or the local authority of the Keystone Oaks Board of School Directors.

In turn, the named party shall bear no liability in respect of that building or facility unless provided for in the specific contract between the parties.

Any such limits must be included in any naming right agreement.

Early Termination of Naming Rights

Termination by the District

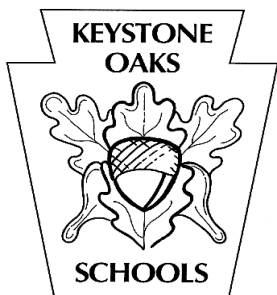
The Keystone Oaks School District shall have the authority to revoke the naming of a facility for compelling reasons as determined by the Board of School Directors at anytime. Any prepaid financial contributions will be proportionally refunded except in the case of termination prompted by a company, products', or persons' tarnished public image.

Termination by the Named Party

The named party may without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date upon request to the Board of School Directors.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 920

Section COMMUNITY

Title COMMERCIAL ADVERTISING ON SCHOOL PROPERTY/WEBSITE

Adopted FEBRUARY 16, 2016

Revised _____

POLICY NO. 920 COMMERCIAL ADVERTISING ON SCHOOL PROPERTY/WEBSITE	
Section 1	<p><u>Purpose</u></p> <p>The purpose of this policy is to balance the Board’s commitment to educational integrity and quality with acceptance of financial support through permitted commercial advertisements on designated school premises and facilities. In doing so, the Board will ensure commitment to the District’s educational mission is not compromised.</p>
Section 2	<p><u>Authority</u></p> <p>School premises or property shall not be used for commercial advertising purposes without the approval of the Board on a case-by-case basis. The school property subject to this policy includes, but is not limited to, all athletic field fixtures such as scoreboards, press boxes and fences, and other premises as designated by the Board in its sole discretion, District publications, the District’s official website and all other websites maintained by the District (hereinafter collectively the “designated premises”). The advertising spaces on these designated premises are declared to be a nonpublic forum limited to commercial advertisements which are in conformity with this Board policy for the purpose of generating revenue for the District. The objective of this policy is to establish parameters for advertisement on District premises or property.</p>

**POLICY NO. 920
COMMERCIAL ADVERTISING ON SCHOOL
PROPERTY/WEBSITE**

Use of the name, nickname, and/or logo of the District in any advertisement is not permitted without the approval of the Board on a case-by-case basis.

Additional guidelines and procedures apply for the request of facility naming rights.

Pol. 711

Section 3

Guidelines

Any advertiser wishing to place an advertisement on designated premises in accordance with this policy must submit a written or electronic application which depicts the proposed advertisement to the Coordinator of Communications and Public Relations. After reviewing an application, the Coordinator of Communications and Public Relations, with the permission of the Superintendent, may enter into discussions with the proposed advertiser concerning the location and size of the permitted advertisement and the terms of a written contract, which shall be in a form acceptable to the District's Solicitor. The Board must approve any contract for advertising on designated premises, and the Board shall periodically approve a schedule of fees for advertising agreements.

Accordingly, for an advertisement to be approved, it must comply with all required restrictions of the Board which shall include, but not be limited to the following:

1. It must not create a disruption to school operations.
2. It must not attack ethnic, racial, religious groups, or any other legally protected category.
3. It must not discriminate, demean, harass or ridicule any person or group of persons.
4. It must not be libelous.
5. It must not promote hostility, disorder or violence.

**POLICY NO. 920
COMMERCIAL ADVERTISING ON SCHOOL
PROPERTY/WEBSITE**

6. It must not be contrary to the District's educational mission.
7. It must not promote, favor or oppose any political party or the candidacy of any candidate for election, adoption of any bond issue or any public questions submitted at any general, county, municipal or school election.
8. It must not be obscene, pornographic or sexually explicit.
9. It must not contain foul or offensive language, representations or descriptive material of any kind having more than one common meaning or connotation, one of which would be prohibited under this policy.
10. It must not promote the sale or use of drugs, alcohol, tobacco, weaponry or any other banned items included in District policies.
11. It must not promote any religious or political organization or party.
12. It must not describe or depict criminal activity in any way.
13. It must not use any District or school logo without prior approval.
14. It must not reflect poorly or negatively on the School District or Community as determined by the School District in its sole discretion.

Pol. 227, 250

To the extent that any such messages and advertisements are accepted, it is the intent of the Keystone Oaks School District to reserve and exercise the right of full editorial control over the placement, content, size, appearance and wording, and to determine and prohibit types of commercial messages or advertisements that are deemed inappropriate for or inconsistent with the usage of school facilities and school property.

**POLICY NO. 920
COMMERCIAL ADVERTISING ON SCHOOL
PROPERTY/WEBSITE**

Section 4

Delegation of Responsibility

It is the responsibility of the Administration to:

1. Establish specifications for advertising authorized by this policy, including those regulating the material, size and composition of such advertising.
2. Establish guidelines for the number, location and duration of advertising that may be posted on the District's designated property including the district website
3. To bring forth for evaluation and approval or disapproval to the Board all requirements involving requests for advertisement consistent with this policy.
4. Negotiate with prospective advertisers concerning proposals for fees for advertising, and the size, location, and content of advertisements, and seek Board approval of the guidelines resulting from these negotiations and all contracts with advertisers.
5. Refer to the Board all situations which require Board approval under this policy.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 227, 250, 711

Policy No. 105

Section PROGRAMS

Policy Guide



Title CURRICULUM DEVELOPMENT

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 105 CURRICULUM DEVELOPMENT		
Section 1	<p><u>Purpose</u></p> <p>In keeping with the District’s Strategic Plan, the Board recognizes its responsibility for the development, assessment, and improvement and growth of the educational program of for the schools. To this end, the curriculum shall be evaluated, adapted and developed, and modified on a continuing basis and in accordance with a plan for curriculum improvement growth.</p>	<p>SC 1512 Title 22 Sec. 45.4</p>
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, curriculum shall be defined as a series of comprehensive, sequential, and challenging all planned instruction aligned with established academic standards in each subject that is coordinated, articulated, and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students of each individual student to meet and exceed academic standards. learning activities of the schools, such as: the courses of study, subjects, classes and organized group activities provided by the school; formal classroom instruction; and out-of-class activity, both individual and group.</p>	<p>Title 22 Sec. 4.3, 4.125-15 Pol. 102</p>
Section 3	<p><u>Authority</u></p> <p>The Board shall be responsible for the curriculum of the district’s schools. The Board directs that the curriculum shall be designed to provide students the opportunity to achieve and exceed the academic standards established by the Commonwealth of Pennsylvania and the local Board of School</p>	

**POLICY NO. 105
CURRICULUM DEVELOPMENT**

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

Section 4 **Guidelines**

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

The district's curriculum shall provide the following:

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

Pol. 108

Pol. 112

Pol. 113
Title 22 Sec. 5.6

Title 22 Sec. 4.26
Pol. 140

P.G. 115

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

**POLICY NO. 105
CURRICULUM DEVELOPMENT**

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

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

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

References:

School Code – 24 P.S. Sec. 1511, 1512

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

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

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 108

Section PROGRAMS

Title ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

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

~~upon which the country is founded; refrain from partisan presentation of controversial issues; are neither racist nor sexist in nature; and whenever possible are interesting, well illustrated, current and appropriate.~~

Section 3

Delegation of Responsibility

The Superintendent shall be responsible for the selection and recommendation of textbooks **and supplemental resource materials** for Board consideration. Adoption or change of a textbook **or supplemental resource material** shall be made upon the recommendation of the Superintendent. Otherwise a two-thirds vote of the Board is necessary without the recommendation of the Superintendent.

SC 508, 803
Pol. 006

The Superintendent or the Director of Curriculum, Instruction, Assessment and Staff Development shall establish administrative regulations for reviewing, evaluating and selecting textbooks and supplemental resource materials. Teachers and curriculum leaders who will use the text will be included throughout the review and selection process to:

Pol. 105.1

1. **Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.**
2. **Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.**
3. **Provide a background of information which will enable students to make intelligent judgments.**
4. **Provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media.**
5. **Provide materials representative of the many religious, ethnic and cultural groups and their contribution to society.**
6. **Provide materials based on a selection process which**

POLICY NO. 108
ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL
RESOURCE MATERIALS

avoids personal bias and social prejudices.

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

References:

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

Board Policy – 006, 105.1, 610

Section 4

Selection Guidelines

The specific procedure for selection of textbooks is as follows:

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

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ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL
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~~Superintendent or Building Principal shall also notify the committee of the results of this tabulation.~~

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

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

School Code

~~508, 801, 803~~

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 237

Section PUPILS

Policy



Title EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

Guide

Adopted _____

Revised _____

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

wireless, unfiltered connection to the Internet.

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

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

Section 2

Authority

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

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

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

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

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

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

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

Section 3

Delegation of Responsibility

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

Section 4

Guidelines

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

Pol. 218, 233

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TECHNOLOGY DEVICES**

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

Pol. 256, 257

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TECHNOLOGY DEVICES**

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

Title 18 Sec. 5701
et seq.

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

References:

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

Board Policy – 218, 233, 256, 257

Policy Guide



Policy No. 240

Section PUPILS

Title HOMELESS STUDENTS

Adopted _____

Revised _____

POLICY NO. 240 HOMELESS STUDENTS		
Section 1	<p><u>Authority</u></p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to district students. The Board shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent and following the McKinney Vento Act.</p>	<p>SC 1306 Title 22 Sec. 11.18 42 U.S.C. Sec. 11431 et seq.</p>
Section 2	<p><u>Definitions</u></p> <p>Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, and include the following conditions:</p> <ol style="list-style-type: none"> 1. Sharing the housing of other persons due to loss of housing or economic hardship. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 	<p>42 U.S.C. Sec. 11434a</p>

**POLICY NO. 240
HOMELESS STUDENTS**

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

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

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

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HOMELESS STUDENTS**

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

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

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

School/Health Records

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

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

Disputes/Complaints

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

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

Pol. 203, 209

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HOMELESS STUDENTS**

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

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

Services

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

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

Transportation

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

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

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HOMELESS STUDENTS**

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

Fiscal Responsibilities

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

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

References:

School Code – 24 P.S. Sec. 1306

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

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

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

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

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

PA Education for Homeless Children and Youth State Plan

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