

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, FEBRUARY 21, 2017
7:00 PM

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

February 21, 2017 –Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Audit Report – Cypher & Cypher – Mr. Charles Rupert**
- **Highlighting Excellence Presentation – Mrs. Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

March 14, 2017 – 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 21, 2017

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 10, 2017, and the Business/Legislative Minutes of January 17, 2017.

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 21, 2017

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING OF POLICY NO. 216: STUDENT RECORDS

It is recommended that the Board approve the SECOND READING of Policy No. 216:
Student Records.

II. ATTACHMENT NO. 216-AR-1: RELEASE OF DIRECTORY INFORMATION "OPT OUT"

It is recommended that the Board approve the SECOND READING of Attachment No. 216-AR-1:
Release of Directory Information "Opt Out."

III. FIRST READING OF POLICY NO. 100: COMPREHENSIVE PLANNING

It is recommended that the Board approve the FIRST READING OF Policy No. 100:
Comprehensive Planning.

IV. FIRST READING OF POLICY NO. 101: MISSION AND VISION STATEMENT/SHARED VALUES

It is recommended that the Board approve the FIRST READING OF Policy No. 101:
Mission and Vision Statement/Shared Values.

V. FIRST READING OF POLICY NO. 102: ACADEMIC STANDARDS

It is recommended that the Board approve the FIRST READING OF Policy No. 102:
Academic Standards.

VI. FIRST READING OF POLICY NO. 106: GUIDES FOR PLANNED INSTRUCTION

It is recommended that the Board approve the FIRST READING OF Policy No. 106:
Guides for Planned Instruction.

VII. FIRST READING OF POLICY NO. 107: ADOPTION OF PLANNED INSTRUCTION

It is recommended that the Board approve the FIRST READING OF Policy No. 107:
Adoption of Planned Instruction.

VIII. FIRST READING OF POLICY NO. 107.1: PROGRAM OF STUDIES

It is recommended that the Board approve the FIRST READING OF Policy No. 107.1:
Program of Studies.

IX. FIRST READING OF POLICY NO. 111: LESSON PLANS

It is recommended that the Board approve the FIRST READING OF Policy No. 111:
Lesson Plans.

X. FIRST READING OF POLICY NO. 115: CAREER AND TECHNICAL EDUCATION

It is recommended that the Board approve the FIRST READING OF Policy No. 115:
Career and Technical Education.

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

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

XII. REMOVAL OF POLICY

In compliance with *Board Policy No. 003: Functions*, it is recommended that the Board abolish the following policy:

- **Board Policy No. 120: *Human Development Program***

XIII. ADOPTION OF THE 2017/2018 SCHOOL CALENDAR

It is recommended that the Board adopt the 2017/2018 school year calendar as presented by the Superintendent. (*Pages 6-7*)

XIV. PROFESSIONAL DEVELOPMENT

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

Dr. Keith Hartbauer	Professional Learning Communities	\$4,041.12 Total
Joshua Kirchner	Upper St. Clair School District	
Michelle Lowers	Pittsburgh, PA	
Jeff Sieg	July 19-21, 2017	
Kim Smykal		
William Eibeck	PMEA All State Conference Erie Bayfront Convention Center Erie, PA April 19-23, 2017	\$1,400.00
Kevin Gallagher	AP Computer Science Principles Institute South Fayette School District McDonald, PA June 27-30, 2017	\$950.00

**KEYSTONE OAKS SCHOOL DISTRICT
2017 – 2018 SCHOOL CALENDAR**

August 2017				
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	31	

September 2017				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 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			

November 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	

December 2017				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2018				
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		

February 2018				
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		

March 2018				
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

April 2018				
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				

May 2018				
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	31	

June 2018				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	(8)
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 2018				
Mo	Tu	We	Th	Fr
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

■ First & Last Student Day

○ Inservice

□ Holiday Dates – No School

— Kennywood Picnic

Make-Up Days:

1. Monday, February 19, 2018
2. Wednesday, March 28, 2018
3. Thursday, March 29, 2018
4. Friday, March 30, 2018
5. Tuesday, May 15, 2018

**KEYSTONE OAKS SCHOOL DISTRICT
2017 – 2018 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 21, 22, 23	Preparation / Inservice / Clerical	August	6	9
August 24	First Day for Students			
September 4	Labor Day (No School)	September	20	20
October 9	Columbus Day (No School)	October	21	21
November 7	Inservice Professional Development / Clerical			
November 23, 24, 27	Thanksgiving Vacation (No School)	November	18	19
December 25-29	Winter Recess (No School)	December	16	16
January 1, 2	Winter Recess (No School)			
January 15	Martin Luther King Day (Inservice)			
January 19	Clerical	January	19	21
February 19	Presidents' Day (No School)	February	19	19
March 28	Inservice			
March 29, 30	Spring Break	March	19	20
April 2	Spring Break	April	20	20
May 15	No School			
May 28	Memorial Day (No School)	May	21	21
June 7	Last Day for Students			
June 8	Last Day for Teachers / Clerical	June	5	6
			184	192

STAFF DAYS

August 21.....	Final Day for Room Preparation
August 22, 23.....	Professional Development
November 7.....	Professional Development / Clerical
January 15.....	Professional Development
January 19.....	Clerical
March 28.....	Professional Development/Clerical
June 8.....	Clerical

PARAPROFESSIONAL DAYS

August 22.....	School Start-Up Activities / Training
August 23.....	Training / Preparation Duties
January 15.....	Training

VACATION DAYS

September 4.....	Labor Day
October 9.....	Columbus Day
November 23, 24, 27.....	Thanksgiving Vacation
December 25 – January 2.....	Winter Recess
February 19.....	Presidents' Day
March 29, 30.....	Spring Break
April 2.....	Spring Break
May 15.....	No School
May 28.....	Memorial Day

IMPORTANT DAYS

August 24, 2017.....	First Day for Students
June 7, 2018.....	Last Day for Students
June 8, 2018.....	Last Day for Teachers
June 20, 2018.....	Kennywood Picnic

PUPIL PERSONNEL REPORT

February 21, 2017

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. MEMORANDUM OF UNDERSTANDING – ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES, OFFICE OF CHILDREN, YOUTH AND FAMILIES (CYF)

It is recommended that the Board approve the *Memorandum of Understanding* between the Keystone Oaks School District and Allegheny County Department of Human Services, Office of Children, Youth and Families (CYF) to establish procedures and agreed upon processes to ensure services to improve academic success for children and youth in foster care who are enrolled in the Keystone Oaks School District.

II. TRANSPORTATION PLAN – ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES, OFFICE OF CHILDREN, YOUTH AND FAMILIES (CYF)

It is recommended that the Board approve the *Transportation Plan* between the Keystone Oaks School District and Allegheny County Department of Human Services, Office of Children, Youth and Families (CYF) to establish the most cost-effective method of transport for students in foster care.

PERSONNEL REPORT

February 21, 2017

Mr. David Hommrich, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective June 29, 2017:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Charmaine Masztak	Admin Assistant to the Superintendent Assistant Board Secretary Board Recording Secretary	30

II. RESIGNATIONS

It is recommended that the Board accept the letters of resignation from the following individuals:

<u>Name</u>	<u>Position</u>
John Foster Myrtle Avenue Elementary Effective February 17, 2017	Paraprofessional
Karen Perdomo Business Office Effective February 2, 2017	Payroll Secretary

III APPOINTMENTS

1. Curriculum Leaders 2016/2017

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016 Article XXVI-Curriculum Leaders*, it is recommended that the following teachers be approved as Curriculum Leaders for the 2016/2017 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Suzanne Deemer	Science 6-12	\$1,500.00 (split)
Michelle McSwigan	Science 6-12	\$1,500.00 (split)

2. Long-Term Substitute

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees* and receipt of all required legal documents, the Administration recommends the employments of:

John Siget, Jr.

Special Education – Keystone Oaks High School
January 25, 2017 – June 9, 2017
Salary - \$43,500.00 (M, Level 16) – To be prorated

3. After-School Tutoring Program

It is recommended that the Board approve **Angela Carmosino**, substitute teacher, District-wide, to participate in the *After-School Tutoring Program* at a pay rate of \$27.83 per period, effective immediately.

4. Substitute Custodian

In compliance with *Board Policy No. 505- Employment of Substitute and Short-Term Employees*, it is recommended that the Board approve **Ming Guo** as a substitute custodian at a pay rate of \$10.50 per hour, effective February 13, 2017.

5. Food Service Personnel

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individuals as Food Service employees for the 2016/2017 school year pending receipt of all required legal documents:

<u>Name</u>	<u>Hourly Wage</u>	<u>Building</u>
Patricia Joseph	\$9.00	Keystone Oaks High/Middle Schools
Robin Phillips	\$9.00	Keystone Oaks High/Middle Schools

6. High School Musical Payments

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks High School Musical pending receipt of all required legal documents:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
William Eibeck	Orchestra Conductor	\$1,700.00
Shane Hallam	Director/Producer	\$4,000.00
Shane Hallam	Technical Director	\$3,500.00
	Lighting Design/Crew	
Kirk Howe	Vocal Director	\$3,500.00
Heather Hruby	Paint	\$1,700.00
Jacob Jones	Set Construction	\$1,700.00

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Jessica Morgovich	Set Design	\$1,100.00
Alivia Owen	Choreographer	
	Acting Coach	\$3,500.00
Amanda Stefanowicz	Costume Design	\$1,700.00
Jay Weaver	Sound Design	\$1,100.00

IV. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article for the first semester of the 2016/2017 school year:

1. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

<u>Employee</u>	<u>Compensation</u>
Lainey Resetar	\$1,000.00

2. Secondary Teacher Stipends for Teaching More than One Course during the Same Period

<u>Employee</u>	<u>Compensation</u>
William Eibeck	\$1,000.00
Kenneth Hustava	\$1,000.00

3. Secondary Teacher Stipends for Class Sizes at 30 or Above

<u>Employee</u>	<u>Compensation</u>
Michael Orsi	\$1,000.00

FINANCE REPORT

February 21, 2017

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 January 31, 2017 (Check No. 53061 – 53315)	\$796,111.99
B. Risk Management as of January 31, 2017 (None)	\$0.00
C. Food Service Fund as of January 31, 2017 (Check No. 9113 – 9116)	\$3,101.37
D. Athletics as of January 31, 2017 (None)	\$0.00
E. Capital Reserve as of January 31, 2017 (Check No. 1557 – 1562)	\$301,336.85
TOTAL	\$1,100,550.21

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 2017/2018 school year as follows:

2017/2018

- Parkway West General Operating Budget \$6,251,788.00
- Parkway West Jointure Budget \$563,596.00

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

- Parkway West General Operating Budget \$525,913.65
- Parkway West Jointure Budget \$32,717.69

For Information Only

The District's estimated share toward the General Operating Budget reflects an increase of \$29,110.28. The District's estimated share toward the Jointure Budget is an increase of \$797.99.

III. EXONERATION OF TAX COLLECTORS

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

**KEYSTONE OAKS SCHOOL DISTRICT – Castle Shannon
RESOLUTION NO. 02-17 _____**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF CASTLE SHANNON**, NAMELY **SHIRLEY TORRIS** FOR THE TAXABLE YEAR OF 2015 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 17, 2017.

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

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

WHEREAS, *Shirley Torris* is the elected Tax Collector for the Borough of Castle Shannon and has collected taxes for the year of 2016 at a rate of 18.63 mills at face; and

WHEREAS, on January 17, 2017, the said elected Tax Collector of the Borough of Castle Shannon, *Shirley Torris*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$209,770.44 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Shirley Torris* for taxes found to be delinquent and lien in the amount of \$209,770.44 arising out of the collection of the 2016 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Castle Shannon Tax Collector, *Shirley Torris*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 21st day of February 2017.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Matthew Cesario, President

APPROVE as to legal form this 21st day of February 2017

BY: _____
Maiello, Brungo & Maiello, LLP

KEYSTONE OAKS SCHOOL DISTRICT - Dormont
RESOLUTION NO. 03-17

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF DORMONT**, NAMELY **HARVEY LEIBERMAN** FOR THE TAXABLE YEAR OF 2015 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 10, 2017.

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

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

WHEREAS, *Harvey Leiberman* is the elected Tax Collector for the Borough of Dormont and has collected taxes for the year of 2016 at a rate of 18.63 mills at face; and

WHEREAS, on January 10, 2017, the said elected Tax Collector of the Borough of Dormont, *Harvey Leiberman*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$269,112.89 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Harvey Leiberman* for taxes found to be delinquent and lien in the amount of \$269,112.89 arising out of the collection of the 2016 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Dormont Tax Collector, *Harvey Leiberman*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 21st day of February 2017.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Matthew Cesario, President

APPROVE as to legal form this 21st day of February 2017

BY: _____
Maiello, Brungo & Maiello, LLP

**KEYSTONE OAKS SCHOOL DISTRICT – Green Tree
RESOLUTION NO. 04-17**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF GREEN TREE**, NAMELY **BOROUGH OF GREEN TREE** FOR THE TAXABLE YEAR OF 2016 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 18, 2017.

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

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

WHEREAS, *the Borough of Green Tree* is the elected Tax Collector for the Borough of Green Tree and has collected taxes for the year of 2016 at a rate of 18.63 mills at face; and

WHEREAS, on January 18, 2017, the said elected Tax Collector of the Borough of Green Tree, *Green Tree Borough*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$206,858.62 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Green Tree Borough* for taxes found to be delinquent and lien in the amount of \$206,858.62 arising out of the collection of the 2016 tax duplicate in the amount of 18.63 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Green Tree Tax Collector, *Green Tree Borough*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 21st day of February 2017.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Matthew Cesario, President

APPROVE as to legal form this 21st day of February 2017

BY: _____
Maiello, Brungo & Maiello, LLP

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 JANUARY ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 27,049,908	\$ (1,824,516)
7000	State Revenue Sources	\$ 10,811,514	\$ 5,248,557	\$ (5,562,957)
8000	Federal Revenue Sources	\$ 847,073	\$ 454,812	\$ (392,261)
Total Revenue		\$ 40,533,011	\$ 32,753,277	\$ (7,779,734)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 15,839,295	\$ 6,863,949	\$ 8,975,346
200	Benefits Professional/Technical	\$ 10,401,758	\$ 4,488,809	\$ 5,912,949
300	Services	\$ 1,660,250	\$ 608,174	\$ 1,052,076
400	Property Services	\$ 1,215,100	\$ 718,175	\$ 496,925
500	Other Services	\$ 4,886,463	\$ 2,477,163	\$ 2,409,300
600	Supplies/Books	\$ 1,219,475	\$ 931,140	\$ 288,335
700	Equipment/Property	\$ 870,175	\$ 720,870	\$ 149,305
800	Other Objects	\$ 967,570	\$ 484,814	\$ 482,756
900	Other Financial Uses	\$ 3,895,000	\$ 3,286,221	\$ 608,779
Total Expenditures		\$ 40,955,086	\$ 20,579,315	\$ 20,375,771
Revenues exceeding Expenditures		\$ (422,075)	\$ 12,173,962	\$ 12,596,037

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 01/01/2017	\$ 87,575.31	\$ 50,213.71
Deposits	\$ 11,099.23	\$ 5,930.00
Subtotal	\$ 98,674.54	\$ 56,143.71
Expenditures	\$ 3,653.80	\$ 0.00
Cash Balance - 01/31/2017	\$ 95,020.74	\$ 56,143.71

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF January 31, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,706,218
PAYROLL (pass-thru account)	\$ 8,089
FNB SWEEP ACCOUNT	\$ 629,194
ATHLETIC ACCOUNT	\$ 56,144
PLGIT	\$ 11,434,555
FNB Money Market	\$ 3,502,072
PSDLAF	\$ 155,113
INVEST PROGRAM	\$ 171,437
	<u>\$ 17,662,822</u>
CAFETERIA FUND	
FNB BANK	\$ 288,387
PLGIT	\$ 714,095
	<u>\$ 1,002,482</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,120,050
PLGIT - GENERAL ACCOUNT	\$
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 760
	<u>\$ 1,120,810</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 274,576</u>
GRAND TOTAL	\$ 20,060,690

FACILITIES REPORT

February 21, 2017

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. NIRA CONSULTING ENGINEERS – TO PROVIDE ARCHITECTURAL SERVICES

It is recommended that the Board approve NIRA Consulting Engineers, Inc., to provide architectural services in the amount of \$26,000.00 for the District roof replacements that is to occur during the 2017 year.

For Information Only

NIRA lump sum fee (\$26,000) with public bidding includes the development of drawings and specifications for the roofing project suitable for public bidding.

II. RENEWAL CONTRACT FOR NATURAL GAS WITH DIRECT ENERGY BUSINESS MARKETING, LLC

It is recommended that the Board approve the renewal contract effective December 2016 through August 31, 2019 for the natural gas service provided by Direct Energy Business Marketing, LLC, at a cost of \$-0.274 per Dth basis.

For Information Only

This service is provided to Dormont Memorial Stadium and Aiken, Dormont, and Myrtle Avenue Elementary Schools.

ACTIVITIES & ATHLETICS REPORT

February 21, 2017

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. COMPETITION

It is recommended that the Board approve the following competition:

Odyssey of the Mind Competition

Moon Area School District

Saturday – March 4, 2017

Sponsor – **Jessica Dobson**

Coaches – **Amanda Burns, Brian Cicco, Andrew Deimel, Geoff Dobson, Beth Finucan, Joe Finucan, Renee Horner, Shannon McGee, Tara Stakich**; additional coaches to be added upon receipt of all required clearances

Approximate number of students participating – 65

Approximate cost – \$54 per student

District funds requested - \$3,510.00

Policy Guide



Policy No. 216

Section PUPILS

Title STUDENT RECORDS

Adopted AUGUST 21, 1989

Revised MARCH 17, 2011;
OCTOBER 19, 1998

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 216 STUDENT RECORDS</p> <p><u>Purpose</u></p> <p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for Students for legitimate educational purposes.</p> <p>The Board recognizes a student’s right to privacy in the collection, maintenance and dissemination of records. The Board believes that student files should contain only information necessary for the effective performance of designated educational functions or as required by law. Information from student files should be released only under controlled circumstances and only when the release will benefit the student, his or her family or professional research, or when required by law.</p> <p>This policy incorporates provisions from various, relevant federal regulations (34 CFR 300.572; 300.560; 300.529), and the Family Educational Rights and Privacy Act of 1974 (34 CFR Part 99) (FERPA). The fundamental principle that no information other than directory information should be released regarding a student without the prior informed consent of the child and/or his/her parents shall be observed at all times.</p>	
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**POLICY NO. 216
STUDENT RECORDS**

It is the objective of this policy to:

1. Protect the students' rights to privacy and to protect both students and their families from exploitation.
2. Assure that the welfare of each individual student, the maintenance of information for the effective performance of designated educational functions and compliance with applicable laws are the only criteria used in collecting, maintaining and releasing information held in student files.
3. Comply with applicable law and to identify and outline the process by which parents/guardians are notified of their rights under FERPA and PPRA.
4. Address specific privacy issues.

A copy of this policy can be found on the district website and is available during normal business hours in the district Business Office.

If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. It is the parent/guardian's or eligible student's responsibility to resubmit this form on an annual basis.

The opt-out form will be attached to this policy and will be made available on the district website and in district publications.

Section 2

Authority

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records as found in state and federal laws (FERPA, PPRA).

SC 1305-A, 1306-A, 1402, 1409, 1532, 1533

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 216 STUDENT RECORDS</p> <p>The Board shall maintain a comprehensive plan for the collection, maintenance, and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal and state law.</p> <p>Parents/Guardians and eligible students (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p> <p><u>Definitions</u></p> <p>FERPA – The Family Educational Rights and Privacy Act</p> <p>FERPA is the federal law protecting the privacy of student education records and parents’ access rights to those records. Generally, education agencies and institutions that receive federal funds cannot disclose personal identifiable information from a students’ education record without parental consent. FERPA permits certain non-confidential, directory, information, to be released to outside agencies without parental/guardian or student consent.</p> <p>PPRA – The Protection of Pupils Rights Act</p> <p>PPRA requires schools to obtain parents’ written consent before administering federally funded surveys that might reveal certain private information about the student. A school must provide to parents an annual notice of the types of student directory information that is released publicly.</p> <p>Education Records – Records (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Education records include:</p> <p>a. Date and place of birth, parent(s) and /or guardian(s) addresses, and where parents/guardians can be contacted in emergencies.</p>	<p>Title 22 Sec. 4.52, 12.31, 12.32,15.9 20 U.S.C. Sec. 1232(g) 34 CFR Part 99</p>

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- b. Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school.
- c. Special education records.
- d. Disciplinary records.
- e. Medical and health records that the school creates or collects and maintains.
- f. Documentation of attendance, schools attended, courses taken, awards conferred and degrees earned.
- g. Personally identifiable information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

The following are **NOT** considered **Education Records** under FERPA:

- a. Personal notes made by teachers and other school officials that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not shared with others.
- b. Law enforcement records created and maintained by a school's or a district's law enforcement unit specifically for law enforcement purposes (as distinct from student disciplinary and other non-law enforcement purposes).
- c. Records on students 18 years of age or older that are made or maintained by a medical or other recognized professional or paraprofessional acting in his or her professional capacity, as long as the records are used only in connection with the treatment of the student and are disclosed only to treatment providers (for these purposes, "treatment" does not include activities that are part of the school's program of instruction).

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- d. Records created or received after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- e. Grades on peer-graded papers before they are collected and recorded by a teacher.
- f. Directory Information.

Directory Information – Information that can be made public without specific consent of the parent/guardian or eligible student. Directory information would not generally be considered harmful or an invasion of privacy if disclosed and may include:

- a. Students name
- b. Address.
- c. Telephone listing.
- d. Electronic mail address.
- e. Photograph.
- f. Date and place of birth.
- g. Primary field of study.
- h. Dates of attendance.
- i. Grade level.
- j. Participation in officially recognized activities and sports.
- k. Weight and height of members of athletic teams.
- l. Degree, honors, and awards received.
- m. The most recent educational agency or institution attended.

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- n. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educations without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Eligible Student – A student who has attained eighteen years of age, or is attending an institution of post-secondary education. The rights accorded to and the consent required of the parent/guardian of the student shall hereafter only be accorded and required of the eligible student.

Section 4

Guidelines

The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights annually and upon enrollment.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and appropriate disciplinary records to other school districts.

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Specific Retention Periods

District staff shall maintain only those education records for a time period mandated by federal and state law and regulations.

Records of Access

There shall be maintained a record of the person(s) who have obtained access to a student's education record. The access record shall include the name of the person(s) who was allowed access.

The record of access shall be part of the education record, and a parent/guardian or eligible student shall have the right to inspect this access record.

A record is not required of either the authorized employees of the school or the student's parents who have had access to the education records of the student. However, the school shall maintain, for public inspection, a list of the names and positions of school district employees who are authorized by the school district to have access to personally identifiable information.

Amendment of Records

A parent/guardian or eligible student who believes that information in education records collected, maintained, or used by the school is inaccurate or misleading or violates the privacy or other rights of the student has the right to request that the school amend the information under the following procedures:

1. The parent/guardian or eligible student shall submit in writing to the building principal the request for amendment which shall include a brief statement specifying the record(s) to be amended and the reason that the amendment is requested.
2. The school shall decide whether to amend the information in accordance with the request of parent within sixty (60) days after receipt by the school of the request to amend.

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3. If the school decides to amend the information in accordance with the request, the requester shall be notified in writing by the building principal.

The school shall upon written request of the parent/guardian or eligible student provide the requester with an opportunity for a hearing to challenge information in education records if the requester alleges that such information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child according to the following provisions:

1. The hearing shall be held at a mutually agreed upon time and place within thirty (30) days after the school receives the written request for a hearing from the requester.
2. The building principal shall give written notification to the requester of the date, place, and time of the hearing no later than five (5) days in advance of the hearing.
3. The hearing will be conducted by a quasi judicial review panel composed of the District Superintendent, the President of the Board of School Directors or designated representative, and the solicitor or his/her designee.
4. The parent/guardian or eligible student may, at the hearing, be assisted or represented by a person(s) of his/her choice at his/her expense; such person(s) may include legal counsel.
5. The parent/guardian or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the specific information and reason(s) for requesting the information be amended.

The review panel shall render a written decision on the issues presented at the hearing and shall render such decision within thirty (30) days after the conclusion of the hearing. The decision shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decisions.

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1. If, as a result of the hearing, the school decides to amend the record, the building principal shall so notify the parent/guardian or eligible student in writing.

2. If, as a result of the hearing, the school decides not to amend the information, the building principal shall inform the parent/guardian or eligible student in writing of his/her right to place in the education record a statement which sets forth the record or reason(s) for disagreeing with the decision of the review panel or both written comments and reasons.
 - a. The statement of the parent/guardian or eligible student shall be appended by the school to the education record so long as the record or the contested portion thereof is maintained by the school.

 - b. If the education record of the student or the contested portion thereof is released by the school to any party, the statement of the parent/guardian or eligible student shall also be released to the party.

Nothing in this section on Amendment of Records shall preclude the parent/guardian or eligible student and a representative(s) of the school from meeting, by mutual consent, prior to either a request for a hearing or the hearing itself in order to discuss the concerns pertaining to the accuracy or inaccuracy of the education record of the student.

Disclosure Without Consent

FERPA and state law authorize disclosure without consent as follows:

1. To school officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person

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employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist).

2. To officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
3. To authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
4. To officials connected with a student's application for a receipt of financial aid.
5. To state and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
6. To educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
7. To accrediting institutions.

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8. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
9. To anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.
10. To a caseworker or other representative of a State or local child welfare agency authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student.
11. Pursuant to a judicial order without requiring additional notice to the parent/guardian by the educational agency or institution in specified types of judicial proceedings in which a parent/guardian is involved.

Miscellaneous

Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers. The Superintendent shall authorize the release of names, addresses and telephone numbers of secondary students to military recruiters and to institutions of higher learning to the extent required by applicable Federal or Pennsylvania law. Parents may opt out of providing this information.

Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.

No school district personnel shall furnish lists of names and addresses of District students to anyone other than school officials and school-affiliated organizations without the approval of the Superintendent.

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If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the Federal Family Policy Compliance Office (FPCO):

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Section 5

Delegation of Responsibility

The Superintendent, building principals and their respective designees shall be responsible for implementing and monitoring the District's student records plan which meets all legal requirements. The official will:

1. Annually notify, in summary form, parents/guardians and eligible students of this policy, its procedures and their rights.
2. Develop an in-service program to provide training and instruction on the implementation of this policy for all school employees who collect or use personally identifiable information.
3. Maintain for public inspection a current listing of the names and positions of those agents and employees of the school who are authorized by the District to have access to personally identifiable information.
4. Develop a system of safeguards to protect the student and his/her family from invasion of privacy when collecting, retaining, and disseminating student information.
5. Education records of currently enrolled students will be kept under lock and key in the Administrative/Guidance Offices in the school which the student is attending. Education records of former students, students presently or previously enrolled in approved private or licensed private schools for students with disabilities or students presently or previously enrolled in a program operated by the Pennsylvania Department of Education or the

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Intermediate Unit, and students enrolled in program of homebound instruction shall be kept in a secured and controlled location in the school last attended in the District or in the school in which the student would otherwise be enrolled and attending or in the Pupil Services office.

6. The building principal or designee(s) shall be responsible for annual review of education records to insure compliance with this policy.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

District staff shall maintain only those educational records mandated by federal and state laws and regulations.

References:

School Code – 24 P.S. Sec. 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533

State Board of Education Regulations – 22 Pa. Code Sec. 4.52, 12.31, 12.32, 15.9

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

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

Uninterrupted Scholars Act (USA) – Public Law 112-278

Board Policy – 213, 215, 249

Release of Directory Information “Opt Out”

Policy 216: Student Records

The fundamental principal of Policy 216: Student Records is that no information other than directory information should be released regarding a student without prior informed consent of the student and/or his/her parents/guardians. Directory information can be made public without specific consent of the parents/guardians or eligible students. Directory information would not generally be considered harmful or invasion of privacy if disclosed. Common types of directory information may include the following: Students name; Address; Telephone Listing; Email Address; Photograph; Date and place of birth; Primary field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degree, honors, and awards received; The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier not to include a social security number.

By signing below, the parents/guardians/eligible students (students who are 18 years of age or older) are acknowledging that they have reviewed Policy 216: Student Records and do not wish for the District to disseminate any information including directory information to any outside agency that contacts the District other than required by law.

Only one form is needed per household per year. Thus, if you have more than one student in the District, you will only complete one form and will list all students below. It is the parent/guardian’s or eligible student’s responsibility to resubmit this form on an annual basis.

Signature of Parents/Guardians/Eligible Students:

Please complete this section.

Childs Name School

Date: _____

Policy Guide



Policy No. 100

Section PROGRAMS

Title COMPREHENSIVE PLANNING

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 100 COMPREHENSIVE PLANNING</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes the importance of comprehensive planning in developing and guiding the district’s goals, and the educational programs and operation of the schools. Participation by educational stakeholders is a critical element of such planning.</p> <p>Section 2 <u>Authority</u></p> <p>The Board shall provide guidance in the district’s comprehensive planning process, and shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents/guardians and representatives from local businesses and the community.</p> <p>As part of the comprehensive planning process, the Board directs that the District develop and implement individual plans and components as required by law, regulations, and funding and program requirements.</p> <p>The Board directs that the goals and action plans developed through comprehensive planning shall be continuously monitored and reviewed to ensure students are achieving at high levels. The board directs the administration to ensure accurate signage and posting of the comprehensive plan including the districts mission and vision statements.</p>	<p>Title 22 Sec. 4.13</p>
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**POLICY NO. 100
COMPREHENSIVE PLANNING**

Section 3

Guidelines

Professional Education

The District shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

SC 1205.1
Title 22 Sec. 4.13,
49.17
Pol. 333

Induction

The District shall develop and submit an induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

Title 22 Sec. 4.13,
49.16
Pol. 333

Student Services

The District shall develop and implement a written plan every six (6) years for providing a comprehensive and integrated K-12 program of student services, as required by law and regulations. Prior to approval by the Board, the student services plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

Title 22 Sec. 4.13,
12.41
Pol. 146

Special Education

The District shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

Title 22 Sec. 4.13,
14.104
Pol. 113

**POLICY NO. 100
COMPREHENSIVE PLANNING**

Section 4

Delegation of Responsibility

The Superintendent or designee shall be responsible for organizing the comprehensive planning process, ensuring participation in accordance with Board policy and submitting the required plans to the Department of Education.

The Superintendent or designee shall be responsible for implementing the goals and action plans developed through comprehensive planning and providing periodic written progress reports to the Board.

References:

School Code – 24 P.S. Sec. 1205.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.13, 4.20, 12.41, 14.104, 16.4, 49.16, 49.17

Board Policy – 113, 146, 333

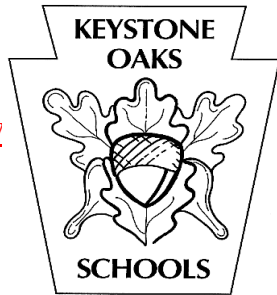
KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 101

Section PROGRAMS

Policy

STATEMENT/SHARED V



Guide

Title MISSION AND VISION
OF EDUCATION

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	POLICY NO. 101 PHILOSOPHY OF EDUCATION MISSION AND VISION STATEMENT/SHARED VALUES	
Section 1	<u>District Mission Statement</u> The Keystone Oaks School District's mission is to provide a safe learning environment that prepares critical thinkers to become responsible and productive members of society.	Pol. 100
Section 2	<u>District Vision Statement</u> The Keystone Oaks School District will remain current and competitive in every aspect of its operations while providing the best education for the children of Castle Shannon Borough, Dormont Borough, and Green Tree Borough. To do this, we will measure our success by assuring that: <ol style="list-style-type: none"> 1. Students demonstrate continuous growth so as to prepare for future challenges. 2. Students link learning to real-world applications through a dynamic, comprehensive curriculum that provides creative opportunities. 3. Students are provided opportunities for collaboration while engaged in the K-12 curriculum. 	

POLICY NO. 101
~~PHILOSOPHY OF EDUCATION~~ MISSION AND VISION
STATEMENT/SHARED VALUES

Section 3

District Shared Values

The beliefs/shared values strategically identify the heart and soul of the District and serve as the foundation behind all operations. The Beliefs/Shared Values of the Keystone Oaks School District are:

1. Learning in a safe, respectful, and nurturing environment is the focus of the educational process, and active engagement and collaboration are critical to the process for promoting lifelong learning in order to live successfully in a diverse society.
2. Each student contributes unique abilities and talents which should be challenged in the academics, arts, athletics, and extracurricular activities.
3. Individuals are responsible and accountable for their own choices, decisions, and actions, which create the foundation of good citizenship.
4. Students, staff, parents, School Board members, and community members share the responsibility for the quality of education.
5. Success is strongly influenced by personal motivations and high expectations.
6. Diversity in a student population encourages an understanding of cultural differences and values and of the diverse means that learners use to engage with knowledge.
7. Recognition and appreciation encourage motivation and dedication.
8. Integrity, trust, and open communication are vital for an excellent learning community.
9. Collaboration, effective leadership, high expectations, and the responsible use of resources and partnerships with businesses and the community result in excellence.

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PHILOSOPHY OF EDUCATION MISSION AND VISION
STATEMENT/SHARED VALUES

- 10. Teaching is both an "art" and a "science" that promotes intellectual engagement among members of the learning community to ensure continuous learning.
- 11. The experiences encountered during the learning process are enhanced when the physical plant is well-maintained.

References:

Board Policy – 100

~~We believe and expect that all professional educators in the Keystone Oaks system will provide an educational climate conducive to the attainment of a high level of academic, social and physical skills through a program emphasizing a rigorous curriculum, creative expression, accountability and varied extracurricular opportunities.~~

~~PA Code Title 22~~

~~Title 22 Sec. 5.13~~

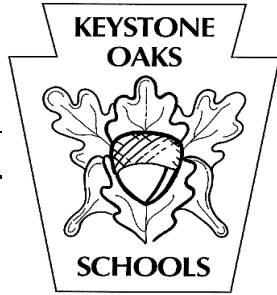
~~Sec. 5.13~~

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 102

Section PROGRAMS

Policy



Title EDUCATIONAL/
MANAGEMENT GOALS **ACADEMIC**

STANDARDS

Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	POLICY NO. 102 EDUCATION/MANAGEMENT GOALS ACADEMIC STANDARDS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the District shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.</p> <p>The mission of the Keystone Oaks School District is to create and maintain a learning community which encourages all students to reach their maximum potential.</p>	Title 22 Sec. 4.11, 4.12
Section 2	<p><u>Definition</u></p> <p>Academic standards – shall be defined as what a student should know and be able to do at a specified grade level. For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.</p>	Title 22 Sec. 4.3
Section 32	<p><u>Authority</u></p> <p>The Board of School Directors of Keystone Oaks School District believes that in partnership with families and community institutions, public schools should prepare all students to be:</p> <p>a. High academic achievers.</p>	Title 22 Sec. 5.201, 5.222

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EDUCATION/MANAGEMENT GOALS
ACADEMIC STANDARDS

- ~~b. Self-directed, lifelong learners.~~
- ~~e. Responsible, involved citizens.~~
- ~~d. Collaborative, high-quality contributors to the economic and cultural life of their communities.~~
- ~~e. Adaptive users of advanced technologies.~~
- ~~f. Concerned stewards of the global environment.~~
- ~~g. Healthy, continuously developing individuals.~~
- ~~h. Caring, supportive family and community members.~~

~~The Board of School Directors of the Keystone Oaks School District affirms that the quality school depends upon a partnership with families and communities and that it provides each student with opportunities to develop the following attributes: self worth, information and thinking skills, ability to learn independently and collaboratively, adaptability to change, ethical judgment, honesty, responsibility and tolerance.~~

~~As a base for its educational program, the Board of School Directors of the Keystone Oaks School District has adopted the following academic goals, which have been used as the basis for the development of student learning outcomes to be attained by students as a requirement for graduation from high school:~~

The Board shall approve academic standards for district students to attain, in the following content areas:

Title 22 Sec. 4.12

- 1. English Language Arts COMMUNICATIONS**—Each student shall become proficient in reading, composition, listening, speech, understanding, interpreting, analyzing, and synthesizing information.
- 2. Mathematics MATHEMATICS**—Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems

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and to create new ways of understanding information.

3. **Science and Technology** – to include reading in science and technology, and writing for science and technology
~~SCIENCE AND TECHNOLOGY~~— Each student shall become proficient in applying the processes of analysis, synthesis, and evaluation to the solution of challenging scientific problems and in the application and understanding of technology in society.
4. **Environment and Ecology**
~~ENVIRONMENT AND ECOLOGY~~— Each student shall understand the environment and the student’s ecological relationship with it in order to recognize the importance of the quality of life in a healthy and balanced environment.
5. **Social Studies** (~~CITIZENSHIP~~— Each student shall understand local, state, and United States history, geography, civics and systems of government, and economics) – to include reading in history and social studies, and writing for history and social studies and their relationship to the history, geography, systems of government, and economics of other countries in the world and shall acquire and have opportunities to practice, in the school and in the community, the skills necessary for active participation in civic life.
6. **Arts and Humanities**
~~ARTS AND HUMANITIES~~— Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.
7. **Career Education and Work**
~~CAREER EDUCATION AND WORK~~— Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills, and attitudes.
8. **Health, Safety, and Physical Education**
~~WELLNESS AND FITNESS~~— Each student shall acquire and use the

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~~knowledge and skills necessary to promote individual and family health and wellness.~~

- ~~9. **Family and Consumer Science** HOME ECONOMICS –
Each student shall understand and apply principles of money management, consumer behavior, and child health to provide for personal and family needs.~~

Section 4 **Guidelines**

The district’s curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

Title 22 Sec. 4.12
Pol. 105, 107

The District shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Title 22 Sec. 4.12
Pol. 127, 213

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.

Title 22 Sec. 4.12
Pol. 113

References:

State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.4, 4.11, 4.12

Board Policy – 105, 107, 113, 127, 213

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 106

Section PROGRAMS

Title GUIDES FOR PLANNED INSTRUCTION

Adopted _____

Revised _____

	POLICY NO. 106 GUIDES FOR PLANNED INSTRUCTION	
Section 1	<p><u>Authority</u></p> <p>Guides shall be prepared for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards established for a course of study.</p>	Title 22 Sec. 4.4 Pol. 107
Section 2	<p><u>Guidelines</u></p> <p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Goals of the instruction. 2. Course description. 3. Standards addressed in the course. 4. Content outline with timeline. 5. Learning goals and essential questions, skills, and a brief description of the learning experience for each unit. 6. Materials and resources used. 7. Assessment practices intended to evaluate the extent to which learning goals have been achieved. 	

**POLICY NO. 106
GUIDES FOR PLANNED INSTRUCTION**

Section 3

Delegation of Responsibility

Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide. Any deviation from its content must be approved in advance by the Director of Curriculum, Instruction, Assessment, and staff Development.

Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide to meet the needs of students.

Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.

The Superintendent or designee shall direct the preparation of guides, and shall develop administrative regulations for such preparation which include:

1. Participation by appropriate staff members and resource personnel.
2. Input by students and community members.
3. Continuing research in instructional methods, materials, activities and assessment strategies.
4. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept electronically in the office of the Director of Curriculum, Instruction, Assessment, and staff Development.

**POLICY NO. 106
GUIDES FOR PLANNED INSTRUCTION**

References:

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.4,
4.11

Board Policy – 000, 107

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 1076

Section PROGRAMS

Policy



Title ADOPTION OF COURSES OF STUDY **PLANNED INSTRUCTION**

Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 1076 ADOPTION OF COURSES OF STUDY PLANNED INSTRUCTION		
Section 1	<p><u>Purpose</u></p> <p>The Board shall provide a comprehensive instructional program of planned instruction to enable serve district students to achieve educational goals and attain academic standards required for student achievement the educational needs of the children of this District from kindergarten through grade 12. Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"> 1. Goals to be achieved by all students. 2. Content, including materials, activities and instructional time. 3. Relationship between goals of a planned course and established academic standards. 4. Procedure for measurement of attainment of goals and academic standards. 	<p>Title 22 Sec. 4.11, 4.12 Pol. 102, 105, 106</p>
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, a course of study shall be defined as the planned course which consists of at least: written statement of objectives to be achieved by students; content to be used to reach objectives; emphasis on skill development; expected levels of achievement and procedures for student assessment.</p>	<p>Title 22 Sec. 5.4</p>

POLICY NO. 1076
ADOPTION OF COURSES OF STUDY
PLANNED INSTRUCTION

Section 23 **Authority**

No **planned instruction** ~~course of study~~ shall be taught in the schools of this District unless it has been adopted by the Board. The Board reserves the right to determine which units of the instructional program constitute **planned instruction** ~~courses of study~~ and are therefore ~~by~~ subject to the adoption procedures of the Board.

SC 508, 1511, 1512
Pol. 006

Section 4 **Delegation of Responsibility**

The Superintendent ~~or designee shall be~~ is responsible for the continuous evaluation of the ~~effectiveness~~ ~~quality~~ ~~of the district's~~ **planned instruction** ~~courses of study~~ and shall recommend to the Board such new ~~and altered~~ **planned instruction** ~~courses of study~~ as deemed to be in the best interests of ~~district~~ the students of this District and are in conformity with the K-12 instructional program.

The Superintendent ~~or designee~~ shall invite the participation of **administrative and** professional staff members at **appropriate** ~~every levels~~ in the District in the formulation of recommendations.

The Superintendent's recommendation shall include the following information about the proposed course of study:

- a. ~~its description content and skill emphasis, including the instructional methods and methods of assessment;~~
- b. ~~its rationale in terms of the goals of this District and its justification, especially when it is proposed to take the place of an existing course of study; and~~
- c. ~~the resources that its implementation will require, such as textbooks, materials, equipment or specially trained personnel.~~

The Superintendent ~~or designee~~ shall maintain a current list of all courses of study offered by ~~the~~ District, **and this list shall be made available on the district website.** ~~furnish each Board member with a copy upon revision and provide each member~~

POLICY NO. 1076
ADOPTION OF COURSES OF STUDY
PLANNED INSTRUCTION

~~with a current list of all courses of study.~~

References:

School Code – 24 P.S. Sec. 508, 1511, 1512, 1512.1

State Board of Education Regulations – 22 PA Code Sec. 4.11,
4.12

Board Policy – 006, 100, 102, 105, 106

KEYSTONE OAKS SCHOOL DISTRICT

Policy STUDY

Guide



Policy No. 1076.1

Section PROGRAMS

Title PROGRAM OF STUDIES
COURSE OF
ENROLLMENT-HIGH SCHOOL

Adopted APRIL 17, 2000

Revised MARCH 19, 2011
FEBRUARY 16, 1998

	POLICY NO. 1076.1 COURSE OF STUDY ENROLLMENT PROGRAM OF STUDIES	
Section 1	<u>Purpose</u> Course enrollment is is A Program of Studies is designed to provide the opportunity for every student to matriculate through grades six nine through twelve in a sequential yet selective manner in order to provide for basic core requirements and individual interests. Course enrollments may vary greatly from year to year based on numbers of pupils per grade, career paths, academic interests and selection. In order to provide the maximum opportunities for our students while exercising sound managerial responsibility, the identified course enrollment requirements shall apply.	
Section 2	<u>Authority</u> No pupil shall be counted among the applicants for such subject (enrollment) unless, in the judgment of the principal of the school, he/she is both qualified and entitled to take such subject in the curriculum. It shall be the duty of the Superintendent having supervision over any secondary high school to prepare, and recommend to the Board of School Directors suitable courses of study with such changes as they may deem wise.	24 PS 27-1604 24 PS 16-1605

POLICY NO. 1076.1
COURSE OF STUDY ENROLLMENT PROGRAM OF STUDIES

Section 3 **Course Selection**

It is to be noted that, given the enriched and broad base of course offerings in the Keystone Oaks School District, student requests for course selections may not be honored in all situations. Therefore, proper guidance and direction through conferences with parents/**guardians** and school personnel should aid in the student selection process and is strongly recommended.

Section 4 **Definition**

Courses of study or “courses” are to be defined within and pertaining only to those courses identified in the Board approved Program of Studies. Each course of study must have an accompanying syllabus.

Section 5 **Content**

1. Courses in the core curriculum (~~English, math, science, social studies~~) required for graduation are to be offered each year.
2. Courses external to the core curriculum must have a minimum enrollment of twelve (12) students by June 1 or the course will not be offered.
3. Requests for exemption from numerical enrollment requirements must be made by the building principal to the Superintendent and Board for review and approval at the June Board Legislative Meeting.
4. In the event that a course is not offered due to insufficient enrollment, the ~~guidance~~ **counseling** staff shall advise and schedule students in alternate courses.
5. Independent study for credit (Policy 118) is a viable option in the situation that a course is not offered or not in the Program of Studies.

Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 111 LESSON PLANS	
Section 1	<p><u>Purpose</u></p> <p>The Board requires that lessons will be well planned with deliberate attention to both unit and daily objectives goals; that varied strategies will be employed to address learning styles and individual needs; that there will be well defined student expectations and means of assessment; that plans will be developed a minimum of one week in advance, i.e., weekly lessons and will be submitted for administrative review before the beginning of each school week implementation. Plans will be in accordance with Guides for Planned Instruction. However they may be modified due to timeline and students needs and reactions.</p>
Section 2	<p><u>Guidelines</u></p> <p>Lesson design will emphasize the development of critical skills and essential knowledge as defined in the planned course guide. There will also be specific reference to the use of technology and writing activities.</p> <p>Teachers will maintain professional files containing lesson preparation. Copies of lessons will be made available electronically to administrators on a weekly basis. Teachers will make such plans available to substitute teachers.</p>

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 115

Section PROGRAMS

Policy
EDUCATION VOCATIONAL



Title CAREER AND TECHNICAL

Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 115 CAREER AND TECHNICAL VOCATIONAL EDUCATION		
Section 13	<p><u>Authority</u></p> <p>The Board shall provide will support a program of career and technical vocational education in order to: which shall include vocational courses of study as part of the regular curriculum of the school, a work-study program for the employment of qualified students in public agencies and institutions, recognized School to Work Program to offer students experience in private employment, attendance at Parkway West Technical Vocational School and participation in a cooperative program of vocational development.</p> <ol style="list-style-type: none"> 1. Prepare students for employment as skilled workers or technicians in recognized, new and emerging occupations. 2. Prepare students for enrollment in postsecondary education programs. 3. Assist students in choosing career pathways. <p>The Board shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.</p>	<p>SC 1806, 1807 1841 Title 22 Sec. 4.31, 12.41, 339.26.34</p> <p>Title 22 Sec. 4.31 Pol. 103, 103.1, 113, 140</p>

	POLICY NO. 115 CAREER AND TECHNICAL VOCATIONAL EDUCATION	
	<p>All students participating in career and technical programs sponsored or supervised by the Board shall be considered regularly enrolled in district schools and shall be subject to Board policies and district administrative regulations and rules.</p> <p>The Board shall support a program of career and technical education which includes District students attending Parkway West Career and Technology Center for participation in a cooperative program of career development.</p> <p>Students and parents/guardians shall be informed that admission to career and technical education programs is accessible to regularly enrolled district students, in accordance with established criteria for attendance.</p> <p>In order to maintain this program, the Board shall:</p> <ol style="list-style-type: none"> 1. approve the assignment of students to cooperative vocational education programs and supervise the nature and conduct of their employment therein; 2. employ and supervise all District vocational education staff; 3. provide adequate facilities for the maintenance of the program; 4. utilize such qualifying private resources as may be necessary and appropriate to effectuate the purposes of this policy; and 5. in cooperation with Parkway West Vocational Technical School, establish the number of credits to be awarded toward graduation for vocational education courses of study and for cooperative education programs. 	<p>SC 1807, 1841 Title 22 Sec. 4.31, 339.2</p> <p>SC 1850.1 Title 22 Sec. 4.31, 12.41, 339.21</p> <p>Title 22 Sec. 5.11, 6.34</p> <p>SC-1106</p> <p>SC-1806</p> <p>Title 22 Sec. 6.14</p>
Section 1	<u>Purpose</u> The Board shall provide a program of vocational education to prepare students for gainful employment as semi-skilled workers, technicians or semiprofessionals in recognized occupations and in new or emerging occupations, and to prepare	

	POLICY NO. 115 CAREER AND TECHNICAL VOCATIONAL EDUCATION	
	students for enrollment in advanced or skilled vocational and technical education programs.	
Section 2	<u>Definition</u> For purposes of this policy, “vocational education” shall be defined as any form of education that prepares students for specific employment and/or post-secondary education.	SC-1801
Section 4	<u>Delegation of Responsibility</u> The Board shall appoint a lay advisory committee to advise the staff on appropriate educational objectives, instructional content and levels of achievement. The Superintendent shall be responsible for developing procedures which ensure that: <ol style="list-style-type: none"> 1. all programs shall be operated in conformity with the current State plan for vocational education; 2. all teachers shall be properly certified for their specific teaching assignments; 3. all approved courses of study are carried out; 4. all employers will carry Workers’ Compensation and meet all Fair Labor Standards; 5. development of vocational curricula is integrated with a continuing assessment of the employment demands and resources of the community and the needs and interests of students; 6. operation of vocational education is in compliance with rules of the State Board regarding vocational education; and the District will be in compliance with the Carl D. Perkins Federal law and regulations to assure equal access and full participation of special education students in vocational programs The Superintendent shall seek and utilize all available State and	Title 22 Sec. 6.23 SC-1842 SC-1802, 1803 SC-1850.1 SC-508, 1850.1 Title 22 Sec. 6.71 Title 22 Sec. 6.11 SC-1803

	<p>POLICY NO. 115 CAREER AND TECHNICAL VOCATIONAL EDUCATION</p>	
	<p>Federal sources of revenue for the financial support of vocational education in this District.</p> <p>All students participating in vocational education programs supervised by this Board are considered to be regularly enrolled in the schools of this District and subject to the policies and rules of this Board, and jointly established policies and rules of this District and the Parkway West Vocational Technical School, including rules regarding attendance for those periods when they are not assigned to outside work projects or other classes.</p>	
<p>Section 25</p>	<p><u>Guidelines</u></p> <p><u>Enrollment</u></p> <p>Upon request, a student may be assigned to the Parkway West Vocational Technical School Career and Technology Center upon the recommendation of the school counselor Superintendent and acceptance by Parkway West.</p> <p>Students should request an application form at the High School Counseling Office. This application is to be completed and returned to the counselor who will prepare a transcript to accompany the application. When all admission procedures and final evaluations are completed, students are notified of acceptance. Students should make application during the freshman year.</p> <p>Students shall attend the technical school for a half-day each day and spend the other half-day at the Keystone Oaks High School completing graduation requirements.</p> <p>Students enrolled in the Parkway West program shall be required to follow the calendars of the School District and Parkway West.</p> <p><u>Child Abuse Prevention Requirements</u></p> <p>It shall be the responsibility of Parkway West Career and Technology Center, or any other career technical education provider to ensure federal and state child abuse reporting</p>	

POLICY NO. 115
CAREER AND TECHNICAL VOCATIONAL
EDUCATION

requirements are met and the proper certifications are being maintained.

References:

School Code – 24 P.S. Sec. 1106, 1212, 1801, 1806, 1807, 1808, 1809, 1841, 1842, 1847, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.31, 4.33, 4.34, 4.35, 11.28, 12.41, 339.2, 339.13, 339.14, 339.21, 339.22, 339.29, 339.41

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 103, 103.1, 113, 140, 806

~~School Code 508, 1106, 1391, 1801, 1802, 1803, 1806, 1809, 1841, 1842, 1850.1, 1922, 3401~~

~~PA Code Title 22 Sec. 5.11, 6.1, 6.11, 6.14, 6.23, 6.34, 6.71~~

Policy Guide



Policy No. 240

Section PUPILS

Title HOMELESS STUDENTS

Adopted MARCH 15, 2016

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</p> <p>42 U.S.C. Sec. 11432 Pol. 200, 201, 203, 204, 209, 216</p>

**POLICY NO. 240
HOMELESS STUDENTS**

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

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

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

School/Health Records

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

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

Disputes/Complaints

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

Pol. 203, 209

**POLICY NO. 240
HOMELESS STUDENTS**

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

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

**POLICY NO. 240
HOMELESS STUDENTS**

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

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