

**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, JUNE 20, 2023
7:00 PM**

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF EVENTS

Tuesday, June 20, 2023 – Business/Legislative

7:00 PM Meeting

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

Tuesday, August 8, 2023 – 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

JUNE 20, 2023

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of May 9, 2023 and the Business/Legislative Minutes of May 23, 2023.

II. APPOINTMENT OF VOTING DELEGATE FOR THE PSBA DELEGATE ASSEMBLY MEETING

It is recommended that the Board appoint **Mrs. Theresa Lydon** as the voting delegate to participate in the PSBA Delegate Assembly to be held virtually on Saturday, November 4, 2023.

III. AUTHORIZATION TO HIRE NECESSARY STAFF

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2023/2024 school year subject to retroactive approval by the Board.

IV. SUPERINTENDENT'S COMPENSATION 2023/2024

In compliance with the Superintendent's Contract, it is recommended that the board approve the 2023/2024 salary of \$198,713.75 for **William P. Stropkaj, Ed.D.**, effective July 1, 2023.

V. 2023/2024 BOARD MEETING DATES

It is recommended that the Board approve the 2023/2024 Board Meeting dates as listed below through the month of June, 2024:

August 8, 2023	Work Session
August 15, 2023	Business/Legislative Meeting
September 12, 2023	Work Session
September 19, 2023	Business/Legislative Meeting
October 10, 2023	Work Session
October 17, 2023	Business/Legislative Meeting
November 14, 2023	Work Session
November 21, 2023	Business/Legislative Meeting
December 5, 2023	Reorganization/Work Session
December 12, 2023	Business/Legislative Meeting

January 9, 2024	Work Session
January 16, 2024	Business/Legislative Meeting
February 13, 2024	Work Session
February 20, 2024	Business/Legislative Meeting
March 12, 2024	Work Session
March 19, 2024	Business/Legislative Meeting
April 9, 2024	Work Session
April 16, 2024	Business/Legislative Meeting
May 14, 2024	Work Session
May 21, 2024	Business/Legislative Meeting
June 11, 2024	Work Session
June 18, 2024	Business/Legislative Meeting

VI. SUPERINTENDENT GOALS 2023/2024

It is recommended that the Board approve the following goals for **William P. Stropkaj, Ed.D.**, Superintendent, as per the Superintendent's Contract 2022/2027:

1. Development of the Pennsylvania Department of Education required Comprehensive Plan for 2023 through 2026.
2. Development and implementation of instructional design models that will promote relevant, rigorous, and authentic learning experiences that engage all students in future-focused learning that does not marginalize any student and that promotes personalized learning experiences and project-based learning.
3. Development and implementation of Student-Superintendent Forum at all levels, K-12, that provides opportunities for students to have a positive impact on their school and in their community and that creates opportunities and expectations for diverse student voice and ownership by integrating students' knowledge, culture, and experience in school planning, instruction, assessment, classroom norms, and restorative practices.
4. Develop a forum for community and business leaders to share expertise with students and District personnel for the purpose of providing authentic learning activities and opportunities for students to explore their potential future careers.
5. Continuation of the development of programs and practices to augment the work place culture in order to provide an environment that is focused on the whole learner, that does not marginalize any student, and that is future-drive

FOR INFORMATION ONLY

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|-------------|--|----------------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Mrs. Annie Shaw</i> |
| II. | SHASDA Report | <i>Mr. Santo Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. | News from the Boroughs | |
| V. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

JUNE 20, 2023

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 200: ENROLLMENT OF STUDENTS

It is recommended that the Board approve the SECOND READING of Policy 200: *Enrollment of Students*.

II. SECOND READING POLICY 202: ELIGIBILITY OF NONRESIDENT STUDENTS

It is recommended that the Board approve the SECOND READING of Policy 202: *Eligibility of Nonresident Students*.

III. SECOND READING POLICY 204: ATTENDANCE

It is recommended that the Board approve the SECOND READING of Policy 204: *Attendance*.

IV. SECOND READING POLICY 217: GRADUATION REQUIREMENTS

It is recommended that the Board approve the SECOND READING of Policy 217: *Graduation Requirements*.

V. SECOND READING POLICY 251: STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE, AND OTHER EDUCATIONAL INSTABILITY

It is recommended that the Board approve the SECOND READING of Policy 251: *Students Experiencing Homelessness, Foster Care, and other Educational Instability*.

VI. SECOND READING POLICY 918: BOOSTER/PARENT ORGANIZATIONS

It is recommended that the Board approve the SECOND READING of Policy 918: *Booster/Parent Organizations*.

VII. FIRST READING POLICY 107.2: COURSE SYLLABI

It is recommended that the Board approve the FIRST READING of Policy 107.2: *Course Syllabi*.

VIII. FIRST READING POLICY 150: TITLE I – COMPARABILITY OF SERVICES

It is recommended that the Board approve the FIRST READING of Policy 150: *Comparability of Services*.

IX. FIRST READING POLICY 218.3: DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT

It is recommended that the Board approve the FIRST READING of Policy 218.3: *Discipline of Student Convicted/Adjudicated of Sexual Assault*.

X. FIRST READING POLICY 810.1: SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS

It is recommended that the Board approve the FIRST READING of Policy 810.1: *School Bus Drivers and School Commercial Vehicle Drivers*.

XI. FIRST READING POLICY 810.3: SCHOOL VEHICLE DRIVERS

It is recommended that the Board approve the FIRST READING of Policy 810.3: *School Vehicle Drivers*.

XII. FIRST READING POLICY 903: PUBLIC PARTICIPATION IN BOARD MEETINGS

It is recommended that the Board approve the FIRST READING of Policy 903: *Public Participation in Board Meetings*.

XIII. FIRST READING POLICY 916: VOLUNTEERS

It is recommended that the Board approve the FIRST READING of Policy 916: *Volunteers*.

XIV. 2023/2024 CODES OF CONDUCT FOR STUDENTS

The Administration recommends that the Board approve the 2023/2024 Codes of Conduct for the Elementary Schools, Middle School, and High School.

For Information Only

The Codes of Conduct are guidelines for student rights and responsibilities as addressed in Board Policy No. 235: *Students Rights and Responsibilities*.

XV. POLICE MEMORANDUM OF UNDERSTANDING – DORMONT

In compliance with the School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Dormont.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XVI. POLICE MEMORANDUM OF UNDERSTANDING – MOUNT LEBANON

In compliance with the School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Mount Lebanon.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XVII. POLICE MEMORANDUM OF UNDERSTANDING – GREEN TREE

In compliance with the School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Green Tree.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XVIII. SCHOOL POLICE OFFICER

It is recommended that the Board appoint **Mattie Dolfi**, as the School Police Officer, effective July 1, 2023 through June 30, 2028, at a salary of \$53,200.00.

XIX. SCHOOL POLICE OFFICER

It is recommended that the Board appoint **Michael Farrell**, as the School Police Officer, effective July 1, 2023 through June 30, 2028, at a salary of \$53,200.00.

XX. SCHOOL POLICE OFFICER

It is recommended that the Board appoint **Shane McGrath**, as the School Police Officer, effective July 1, 2023 through June 30, 2028, at a salary of \$53,200.00.

XXI. SCHOOL POLICE OFFICER

It is recommended that the Board appoint **Abigail Sell**, as the School Police Officer, effective July 1, 2023 through June 30, 2028, at a salary of \$53,200.00.

XXII. SUPERVISOR OF BUILDINGS, GROUNDS AND TRANSPORTATION

It is recommended that the Board approve the renewed contract for **Jesse Jeznis**, Supervisor of Buildings, Grounds and Transportation, effective July 1, 2023 through June 30, 2026. Mr. Jeznis's salary for the 2023/2024 school year will be \$72,562.50.

XXIII. SYSTEMS ADMINISTRATOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Justin Talbert**, Systems Administrator, effective July 1, 2023 through June 30, 2028. Mr. Talbert's salary for the 2023/2024 school year will be \$82,385.00.

XXIV. CUSTODIAL SUPERVISOR – CONTRACT

It is recommended that the Board approve the renewed contract for **John Priore**, Custodial Supervisor, effective July 1, 2023 through June 30, 2027. Mr. Priore's salary for the 2023/2024 school year will be \$50,000.00.

XXV. COMPENSATIONS 2023/2024

1. Assistant to the Superintendent for Operations Compensation - 2023/2024

In compliance with the contract for the Assistant to the Superintendent for Operations, it is recommended that the Board approve a salary of \$113,925.00, for **Mr. Joseph A. Kubiak**, for the 2023/2024 school year effective July 1, 2023.

2. ACT 93 Compensation 2023/2024

In compliance with the *Act 93 Administrative Employee Compensation Plan* July 1, 2022 – June 30, 2027, it is recommended that the Board approve the Administrators' salaries for the 2023/2024 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Lauren Baughman	Principal, Myrtle Avenue Elementary	\$99,975.00
Ryan Brown	Assistant Principal, Keystone Oaks High School	\$85,000.00
Desiree Burns	Director of Special Education	\$122,588.50
Jeffrey Kattan, Ed.D.	Principal, Keystone Oaks Middle School	\$134,262.93
Michael Linnert	Principal, Keystone Oaks High School	\$114,990.96
D. Kevin Lloyd	Director of Food Services	\$88,214.35
Suzanne Lochie	Director of Pupil Services	\$96,849.48
Scott Mizikar	Assistant Principal, Keystone Oaks Middle School	\$124,532.95
Aaron Smith	Director of Technology	\$115,583.24
Dave Thomas	Principal, Fred L. Aiken Elementary School	\$112,027.46
Shannon Varley, Ed.D.	Assistant to the Superintendent for Student Achievement	\$145,937.97
Brian Werner	Principal, Dormont Elementary School	\$128,425.41

3. Coordinator of Communications and Public Relations Compensation - 2023/2024

In compliance with the contract for the Coordinator of Communications and Public Relations, it is recommended that the Board approve a salary of \$92,780.71, for **Mrs. Sarah Welch**, for the 2023/2024 school year effective July 1, 2023.

4. Business Office Accountant Compensation - 2023/2024

In compliance with the contract for the Business Office Accountant, it is recommended that the Board approve a salary of \$47,306.00, for **Mr. Tyler Jacobs**, for the 2023/2024 school year effective July 1, 2023.

5. Confidential Administrative Assistants' Compensation - 2023/2024

In compliance with the *Confidential Employee Compensation Plan*, it is recommended that the Board approve the following compensations for the 2023/2024 school year effective July 1, 2023:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Marsha Herrle	Confidential Administrative Assistant	\$43,760.00
Maureen Myers	Confidential Administrative Assistant	\$62,938.62
Bethany Obringer	Confidential Administrative Assistant	\$45,000.00
Karen Wong	Confidential Administrative Assistant	\$58,025.55

6. Assistant Food Service Director Compensation - 2023/2024

In compliance with the contract for the Assistant Food Service Director, it is recommended that the Board approve a salary of \$39,663.82, for **Mrs. Trista Boyes** for the 2023/2024 school year effective July 1, 2023.

7. School Police Officer Compensation - 2023/2024

In compliance with the contract for the School Police Officer, it is recommended that the Board approve a salary of \$81,375.00, for **Mr. Ronald Porupsky** for the 2023/2024 school year effective July 1, 2023.

8. School Security Guard Compensation – 2023/2024

In compliance with the contract for the School Security Guard, it is recommended that the Board approve a salary of \$47,605.13, for **Ms. Beth Ann Padden** for the 2023/2024 school year effective July 1, 2023.

9. First Shift Supervisor Compensation – 2023/2024

In compliance with the contract for the Second Shift Supervisor, it is recommended that the Board approve a salary of \$55,000.00, for **Mr. Jason Neuman** for the 2023/2024 school year effective July 1, 2023.

10. Second Shift Supervisor Compensation – 2023/2024

In compliance with the contract for the Second Shift Supervisor, it is recommended that the Board approve a salary of \$48,825.00 for **Mr. Michael Costantini** for the 2023/2024 school year effective July 1, 2023.

11. Information Technology Compensation – 2023/2024

In compliance with each of the following individual contracts, it is recommended that the Board approve the following compensations for the 2023/2024 school year effective July 1, 2023:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Benjamin Getkin	Computer Support Specialist	\$48,180.00
Donna O'Toole	Technology Integration Specialist	\$69,861.00
Carol Persin	Technology Integration Specialist	\$60,909.38

XXVI. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development request:

Tyler Jacobs	PASBO School Operations Academy Harrisburg, PA 17111 July 19 – 20, 2023	\$1,230.00
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EDUCATION REPORT

JUNE 20, 2023

Mrs. Tamara Donahue, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR THE 2023/2024 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks:

<u>Textbook</u>	<u>Publisher</u>	<u>Cost</u>
<i>Number Corner</i> , Third Grade	The Math Learning Center	\$2,160.00 (108 5-packs)
<i>Number Corner</i> , Fourth Grade	The Math Learning Center	\$1,920.00 (96 5-packs)
<i>Number Corner</i> , Fifth Grade	The Math Learning Center	\$2,280.00 (114 5-packs)
<i>Reveal Math</i> , Kindergarten	McGraw Hill, copyright 2022	\$19,841.70 (190 textbooks and student licenses 5 year subscription)
<i>Reveal Math</i> , First Grade	McGraw Hill	\$19,319.55 (185 textbooks and student licenses 5 year subscription)
<i>Reveal Math</i> , Second Grade	McGraw Hill	\$16,186.65 (155 textbooks and student licenses 5 year subscription)
<i>Reveal Math</i> , Third Grade	McGraw Hill	\$18,797.40 (180 textbooks and student licenses 5 year subscription)
<i>Reveal Math</i> , Fourth Grade	McGraw Hill	\$16,708.80 (160 textbooks and student licenses 5 year subscription)
<i>Reveal Math</i> , Fifth Grade	McGraw Hill	\$19,841.70 (190 textbooks and student licenses 5 year subscription)

The Practice of Statistics, 6th edition

BFW Publishers

\$4,798.80
(30 copies at \$159.96/each)

For Information Only

All costs to be paid from ESSER Grant.

II. WATERFRONT LEARNING

It is recommended that that Board approve the Allegheny Intermediate Unit Services Agreement 2023/2024 Addendum: Waterfront Learning Services and Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District.

For Information Only

Waterfront Learning offers flexible virtual education program options within the District.

The Elementary cost for Waterfront Learning is \$485.00/year per student plus Professional Development.

The Secondary cost for Waterfront Learning is \$18,150.00 plus Professional Development.

The cost is the same as the 2022/2023 school year.

PUPIL PERSONNEL REPORT

JUNE 20, 2023

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. COMMUNITY COLLEGE OF BEAVER COUNTY – DUAL ENROLLMENT AGREEMENT

It is recommended that the Board approve the High School Academy and Dual Enrollment Programming Agreement between the Community College of Beaver County and the Keystone Oaks School District.

ACTIVITIES & ATHLETICS REPORT

JUNE 20, 2023

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF ACTIVITIES FOR THE 2023/2024 SCHOOL YEAR

It is recommended that the Board approve the following activities for the 2023/2024 school year:

Fashion Club (MS)
Girls who Code (HS)

II. ACTIVITY STAR STATUS RATINGS FOR THE 2023/2024 SCHOOL YEAR

In compliance with *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following Activity Star Status Ratings for the 2023/2024 school year:

Allies (HS)	1
Art Club (Aiken)	1
Baseball (HS)	3
Basketball B (HS)	4
Basketball B (MS)	3
Basketball G (HS)	4
Basketball G (MS)	3
Best Friends Club (HS)	1
Best Friends Club (MS)	2
Best Friends Club (Myrtle)	2
Cheer (HS)	4
Cheer (MS)	2
Cross Country (HS)	3
Cross Country (MS)	2
Dance Team (HS)	2
Environmental Club (HS)	1
Environmental Club (MS)	2*
Fashion Club (MS)	1
FBLA	2
FCCLA (HS)	1
Football (HS)	5
Football (MS)	3
French Club (HS)	1
Girls who Code (HS)	1
Golf (HS)	3

Intramurals (Aiken)	2
Intramurals (Dormont)	2
Intramurals (MS)	2
Intramurals (Myrtle)	2
Junior/Senior Class	1
Marching Band	5
Math Club (HS)	2
Medical Careers Club (HS)	1
Mileage Club (Aiken)	2
Musical (Elementary)	3
Musical (HS)	5
Musical (MS)	3
National Honor Society (HS)	1
Nature Club	2
Odyssey of the Mind (District Wide)	3
Pep Club (HS)	2
PJAS (HS)	1
PJAS (MS)	1
Robotics (HS)	1
Robotics (MS)	1
Science Club (HS)	1
Soccer B (HS)	4
Soccer B (MS)	3*
Soccer G (HS)	4
Soccer G (MS)	3
Softball (HS)	3
Softball (MS)	2
Spanish Club (HS)	1
Stage Crew (HS)	2
Strength Club (HS)	2
Student Senate (HS)	1
Student Senate (MS)	2
Swimming B & G (HS)	3
Swimming B & G (MS)	2
Technology Club (HS)	1
Tennis B (HS)	3
Tennis G (HS)	3
Track B & G (HS)	3
Track B & G (MS)	3
Varieties	2
Volleyball B (HS)	4
Volleyball G (HS)	4
Volleyball G (MS)	2
Wrestling (HS)	3

Wrestling (MS)	2
Yearbook (MS)	1
Yearbook (HS)	1

For Information Only

As per the ***Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026***, should the criteria dictate a change in Star status from the previous year, the previous Star status will be retained, but will be changed the following year if it has not reverted to its previous level. Those activities marked with an asterisk will receive a denotation in Star status for the 2024/2025 school year if they have not reverted to their previous level.

PERSONNEL REPORT

JUNE 20, 2023

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Courtney Saxon	Pupil Services Secretary	June 23, 2023

II. APPOINTMENTS

1. Professional Employees

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of:

Todd Corey

Teacher – Elementary Education – Myrtle

Effective – August 21, 2023

Salary - \$48,000.00 (M, Step 1)

Katheryn Galbreath

Teacher – Elementary Education - Dormont

Effective – August 21, 2023

Salary - \$48,000.00 (B, Step 2)

Stacy Hawranko

Teacher – Elementary Education – Myrtle

Effective – August 21, 2023

Salary - \$53,500.00 (M, Step 5)

Laura Miller

Teacher – Elementary Education – Dormont

Effective – August 21, 2023

Salary - \$47,000.00 (B, Step 1)

2. Long Term Substitutes

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitutes:

Carley Cavaliere

Teacher – English – High School

Effective – August 21, 2023 (First Semester)

Salary - \$47,000.00 (B, Step 1)

Saige Wagerman

Teacher – Art – High School

Effective – August 21, 2023

Salary - \$48,000.00 (M, Step 1)

3. Day to Day Substitute

It is recommended that the Board approve the employment of the following individual:

Rachel Kim

Teacher – Keystone Oaks High School

Effective – August 24, 2023

Salary - \$130.00/per day

4. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2023/2024 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Cheerleading (Varsity)	Head Coach	Roseanne Stettler	\$6,500.00
	Assistant	OPEN	3,250.00
Cheerleading (MS)	Head Coach	Stacy Van Goor	\$3,000.00
Cross Country (Co-Ed, Varsity)	Head Coach	Lauryn Greggs	\$5,000.00
	Assistant	Melissa Benincasa	\$2,500.00
Cross Country (Co-Ed, MS)	Head Coach	OPEN	\$3,000.00
Dance Team	Head Coach	OPEN	\$3,000.00
Football (Varsity)	Head Coach	Steve McCormick	\$8,000.00
	Assistant	Jim Feeney	\$6,000.00
	Assistant	Donnie Burns	\$5,200.00

	Assistant	Russ Klein	\$5,200.00
	Assistant	Casey Phillips	\$4,800.00
	Assistant	Mike Oroz	\$4,800.00
Football (MS)	Head Coach	Shane Holden	\$4,000.00
	Assistant	Paul Jankowski	\$3,000.00
	Assistant	Sean Kelly	\$2,800.00
	Assistant	Dan Amman	\$200.00
	Volunteer	Conor Hinchey	
Golf	Head Coach	Dennis Sarchet	\$5,000.00
	Assistant	Craig Wetzel	\$2,500.00
Soccer (Boys, Varsity)	Head Coach	John McCarthy	\$6,500.00
	Assistant	Pat Simmons	\$3,250.00
	Assistant	John Paul Nicola	\$3,250.00
Soccer (Boys, MS)	Head Coach	Ron DiNardo	\$3,000.00
	Assistant	Keith Buckley	\$2,500.00
	Assistant	Maddox Fingers	\$2,000.00
Soccer (Girls, Varsity)	Head Coach	Roman Nardozi	\$6,500.00
	Assistant	Bryan Taylor	\$3,250.00
	Assistant	Hayley Frederick	\$3,250.00
Soccer (Girls, MS)	Head Coach	Ed Scott	\$3,000.00
	Assistant	Nathan Taylor	\$2,000.00
	Assistant	OPEN	\$2,500.00
Swimming (Co-Ed, MS)	Head Coach	Jeff DiGiacomo	\$3,000.00
Tennis (Girls, Varsity)	Head Coach	Leslie Leopold	\$5,000.00
	Assistant	Kieran Gorman	\$1,300.00
	Assistant	Hope Harris	\$1,200.00
Volleyball (Girls, Varsity)	Head Coach	Michael O’Leary	\$5,500.00
	Assistant	Nicole Detorakis	\$2,750.00
	Assistant	Megan Holly	\$1,500.00

3. Support Positions and Compensation

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2023/2024 school year:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
Athletic & Activities Programs Facilitator	Mark Elphinstone	\$13,000.00
Events Facilitator	Joshua Kirchner	\$4,700.00

Weight Room Facilitator
Aquatics Facilitator

Nicholas Kamberis \$3,050.00
Amy Torcaso \$3,050.00

III. EXTENDED SCHOOL YEAR STAFF

It is recommended that the Board approve the following personnel for the Extended School Year Program:

<u>Name</u>	<u>Position</u>
Kelly Seltzer	Teacher

IV. DEPARTMENT LEADERS ADDITIONAL COMPENSATION 2022/2023 SCHOOL YEAR

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be approved as receiving an additional compensation for the 2022/2023 school year:

<u>Grade Level/Department Leader</u>	<u>Name</u>	<u>Compensation</u>
Kindergarten	Mary Poe	\$750.00
First Grade	Kellie Dawson	\$750.00
Second Grade	Shannan Turner	\$750.00
English 9 – 12	Jennifer Bogdanski	\$750.00
Humanities (Art and Music) K - 12	Rob Naser	\$750.00
Mathematics 9 - 12	Kevin Gallagher	\$750.00
Middle School English/Language Arts	Lisa McMahon	\$750.00
STEAM/Computer and Data Science/ Technology Education K – 12	Kevin Gallagher	\$750.00

V. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following mentor teachers be approved and receive payment for the 2022/2023 school year:

Year 1 Mentors

Kevin Prince	\$1,450.00
Kevin Gallagher	\$725.00
Jennifer Hallam	\$725.00

William Eibeck	\$725.00
Rob Naser	\$725.00
Adam Brown	\$725.00
Georgia Athans	\$725.00
Shelly Davis	\$1,209.36
Mary Poe	\$120.32
Aaron Colf	\$1,450.00
Mark Kopper	\$725.00
Micelle McSwigan	\$725.00
Danielle King	\$725.00
Heather Hardy	\$725.00
Matt Sartore	\$725.00
Jennifer Harke	\$120.32
Kim Gray	\$725.00
Wendy Mariutto	\$360.96

Year 2 Mentors

Kevin Prince	\$725.00
Allyson Hepler	\$725.00
Heather Hardy	\$725.00

Year 3 Mentors

Beth Salimbene	\$725.00
Mark Elphinstone	\$362.50
Michael Orsi	\$362.50
Carrie Quinn	\$725.00

For Information Only

Stipend amounts listed above are calculated on a per basis scale and bargaining unit members are compensated \$725.00 per mentor that meets the criteria listed above. Pro-rated stipends indicate a portion of the year met the above criteria.

VI. POST SEASON COACHING STIPEND

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$100.00 per week:

Boys Tennis

Leslie Leopold	\$200.00
Kieran Gorman	\$200.00

Track and Field

Jim Feeney	\$200.00
Donnie Burns	\$200.00

Baseball

Nick Riggle	\$100.00
Tony Liebro	\$100.00

VII. TEACHING LOAD COMPENSATION – FIRST SEMESTER

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual for compensation for the first semester of the 2022/2023 school year:

1. Elementary Teacher Stipends for Class Size at 24 or Above

Daniel Galentine	\$2,000.00
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VIII. TEACHING LOAD COMPENSATION – SECOND SEMESTER

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual for compensation for the second semester of the 2022/2023 school year:

1. Secondary Teacher Stipends for Class Size at 30 or Above

Nicholas Kamberis	\$1,000.00
Mark Kopper	\$1,000.00
Nadine Pisani	\$1,000.00

2. Elementary Teacher Stipends for Class Size at 24 or Above

Elisa DiTullio	\$2,000.00
Daniel Galentine	\$3,000.00
JiL Graham	\$3,000.00
Jennifer Harke	\$3,000.00
Jennifer Kusserow	\$3,000.00
Judith Tredway	\$2,000.00

3. Elementary Special Education Teacher Stipends for Teaching more than One Course during the same Period

Angelica Calabrese	\$1,000.00
Amanda Carnes	\$2,000.00
Jocelyn Hiber	\$2,000.00
Erica McCormick	\$500.00

Wendy Mariutto	\$2,000.00
Amber Miller	\$1,200.00
Devan Pappaterra	\$2,000.00

For Information Only

Stipend amounts listed above are calculated on a per class basis and bargaining unit members are compensated \$1,000.00 per class that meets the criteria listed above. Pro-rated stipends indicate a portion of the semester met the above criteria.

IX. FAMILY AND MEDICAL LEAVE

It is recommended that the Board approve the following individuals for Family and Medical Leave:

Employee #1969 – May 10, 2023 - June 9, 2023

Employee #3668 – September 4, 2023 – December 1, 2023

FINANCE REPORT

JUNE 20, 2023

Mr. Nafis Hill, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF THE 2023/2024 FINAL BUDGET

The Administration recommends the adoption of the 2023/2024 Final Budget in accordance with Section 68 of the School Code of Pennsylvania.

For Information Only

The 2023/2024 Final Budget is estimated at Expenditures of \$46,812,212. The expected Revenues will be \$46,812,212 with the levying of 20.4856 mills, which represents no tax increase for the 2023/2024 school year.

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MAY 31, 2023

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

A. General Fund as of May 31, 2023 (Check No. 69484-69685)	\$820,421.58
B. Food Service Fund as of May 31, 2023 (Check No. 9738-9753)	\$70,103.18
C. Athletics as of May 31, 2023 (Check No. 3438-3447)	\$6,258.71
D. Capital Reserve as of May 31, 2023 (None)	\$0.00
TOTAL	\$896,783.47

III. INVESTMENTS

It is recommended that in accordance with ***Board Policy 005 - Organization***, the Board approve the following as authorized depositories for the purpose of investing School District funds:

- First National Bank
- Bank of New York – Mellon
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer's Department)

IV. BANKING

It is recommended that in accordance with **Board Policy No. 005 – Organization**, the Board approve the following as designation depositories:

First National Bank Activities and Athletic Funds
 Capital Expenditure Fund
 Compensated Absences Fund
 Food Service General Fund
 OPEB Fund
 Payroll
 Others as approved by the School Board.

V. DISTRICT INSURANCE POLICIES 2023/2024

It is recommended that the Board approve the District’s insurance policies as listed:

• Utica (Commercial Property & Equipment)	\$80,820.00
• Utica (Commercial General Liability)	\$29,316.00
• Utica (Commercial Crime & Educators Legal Liability)	\$6,441.00
• Utica (Commercial Automobile)	\$7,226.00
• Utica (Excess Liability)	\$16,051.00
• UPMC (Workers’ Compensation)	\$71,308.00
TOTAL	\$212,662.00

For Information Only

This cost represents an increase of \$16,359.00 or 8.33% from the 2022/2023 insurance costs.

VI. CURRENT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5.00/per working individual); earned income tax (0.5%); and real estate transfer tax (0.5%) for the 2023/2024 school year.

VII. BREAKFAST AND LUNCH PRICE INCREASE FOR THE 2023/2024 SCHOOL YEAR

It is recommended that the Board approve the following price increase for the 2023/2024 school year for breakfast and lunch:

	<u>Increase</u>	<u>2023/2024 Cost</u>
Elementary Breakfast	\$0.10	\$1.65
Elementary Lunch	\$0.10	\$2.75
Secondary Breakfast	\$0.10	\$1.75
Secondary Lunch	\$0.10	\$2.85

VIII. CORBETT - CLASSROOM FURNITURE

It is recommended that the Board approve the purchase of classroom furniture from Corbett to support instructional design in K-2 classrooms, including Special Education, ESL, and Title I, for the 2023/2024 school year in the amount of \$436,807.80.

IX. TRI-STATE RESTAURANT EQUIPMENT CO. - DISHWASHERS

It is recommended that the Board approve the purchase of dishwashers from Tri-State Restaurant Equipment Co., Inc. at a cost not to exceed \$200,618.40.

For Information Only

Tri-State Restaurant Equipment Co., Inc. is a COSTARS vendor. These dishwashers will be installed at Aiken Elementary, Dormont Elementary, Myrtle Avenue Elementary, and the Middle School. The funds used to purchase the dishwashers will come from the Food Service Fund, and all appropriate request forms have been received.

X. FP MAILING SOLUTIONS AGREEMENT – THE WILSON GROUP

It is recommended that the Board approve the Agreement between FP Mailing Solutions (The Wilson Group) and the Keystone Oaks School District beginning July 1, 2023 for 63 months.

XI. CLASSROOM FURNITURE DONATION

It is recommended that the Board approve to donate the classroom furniture being taken out of the Kindergarten through Second Grades in the elementary schools.

FOR INFORMATION ONLY**I. EXPENDITURE/REVENUE 2022 – 2023 BUDGET to ACTUAL / PROJECTION**

		2022-2023		2022-2023		OVER	
		BUDGET		11 MONTH		(UNDER)	
ACCT	DESCRIPTION	TOTAL		MAY/ACTUAL		BUDGET	
Revenue							
6000	Local Revenue Sources	\$	32,605,235	\$	34,224,144	\$	1,618,909
7000	State Revenue Sources	\$	12,384,162	\$	10,063,419	\$	(2,320,743)
8000	Federal Revenue Sources	\$	3,179,907	\$	1,713,502	\$	(1,466,405)
Total Revenue		\$	48,169,304	\$	46,001,066	\$	(2,168,238)

						(OVER) UNDER BUDGET
Expenditures						
100	Salaries	\$	18,900,284	\$	14,664,162	\$ 4,236,122
200	Benefits	\$	12,181,398	\$	9,522,720	\$ 2,658,678
300	Professional/Technical Services	\$	2,074,087	\$	1,708,754	\$ 365,333
400	Property Services	\$	1,303,987	\$	1,260,807	\$ 43,180
500	Other Services	\$	5,494,138	\$	4,648,468	\$ 845,670
600	Supplies/Books	\$	1,664,642	\$	1,431,419	\$ 233,223
700	Equipment/Property	\$	463,355	\$	555,809	\$ (92,454)
800	Other Objects	\$	225,450	\$	198,962	\$ 26,488
900	Other Financial Uses	\$	6,155,158	\$	6,943,857	\$ (788,699)
Total Expenditures		\$	48,462,499	\$	40,934,957	\$ 7,527,542

Revenues exceeding

Expenditures	\$	(293,195)	\$	5,066,108	\$	5,359,303
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**Other Financing
Sources/(Uses)**

Interfund Transfers In (Out)	\$	-	\$	-	\$	-
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II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2023

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 05/01/2023	\$ 204,070.07	\$ 18,110.72
Deposits	\$ 9,167.54	\$ 2,883.93
Subtotal	\$ 213,237.61	\$ 20,994.65
Expenditures	\$ 287.00	\$ 7,819.99
Cash Balance - 05/31/2023	\$ 212,950.61	\$ 13,174.66

III. BANK BALANCES**BANK BALANCES PER STATEMENT AS OF MAY 31, 2023****GENERAL FUND**

	BALANCE
FNB BANK	\$ 2,294,398
PAYROLL (pass-thru account)	\$ 6,316
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 13,175
PLGIT	\$ 7,401,066
FNB MONEY MARKET	\$ 2,797,450
PSDLAF	\$ 167,651
INVEST PROGRAM	\$ 187,337
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,044,991
COMPENSATED ABSENCES	\$ 443,206
	\$ 15,355,590

CAFETERIA FUND

FNB BANK	\$ 951,679
PLGIT	\$ 824,704
	\$ 1,776,384

CONSTRUCTION FUND / CAP RESERVE

FNB BANK	\$ 42,522
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 829
	\$ 43,350

GRAND TOTAL	\$ 17,175,324
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Policy DISTRICT Guide

Policy No. 200Section PUPILSTitle ENROLLMENT OF STUDENTS~~IN~~Adopted JUNE 23, 2011Last Revised JUNE 21, 2022

POLICY NO. 200 ENROLLMENT <u>OF STUDENTS</u> IN DISTRICT		
Section 1	<p><u>Authority</u></p> <p>The Board shall enroll school age students eligible to attend district schools in accordance with applicable laws and regulations, Board policy, and administrative regulations<u>procedures</u>.</p>	SC 1301, 1302, <u>1331.1</u> 22 PA Code 11.11, 11.41
Section 2	<p><u>Definitions</u></p> <p>School age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p>District of residence shall be defined as the school district in which a student's person(s) in parental relation reside.</p>	SC 1301 22 PA Code 11.12 SC 1302 22 PA Code 11.11
Section 3	<p><u>Guidelines</u></p> <p><u>Enrollment Requirements</u></p> <p>School age resident students and eligible nonresident students shall be entitled to attend district schools.</p> <p>The District shall not enroll a student until the person in parental relation has submitted proof of the student's age, residence and immunizations and a completed Parent Registration Statement, as required by law and regulations.</p>	SC 1301, 1302 22 PA Code 11.11, 12.1 SC 1301, 1302, 1303a, 1304-A, <u>22 PA Code 11.11</u> <u>Pol. 203, 216.1</u>

	<p style="text-align: center;">POLICY NO. 200 ENROLLMENT <u>OF STUDENTS</u>IN-DISTRICT</p> <p>The District shall administer a home language survey to all students enrolling in district schools for the first time.</p> <p>The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The District shall immediately enroll identified homeless students <u>experiencing homelessness, foster care and other forms of education instability</u>, even if the student or person in parental relation is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p> <p>The District shall not inquire about the immigration status of a student as part of the enrollment process.</p> <p>Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend district schools in accordance with Board Policy 202.</p> <p><u>Residency Eligibility</u></p> <p>When the person(s) in parental relation of a student reside in different school districts, the student may attend school in the district of residence of the person in parental relation with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.</p> <p>If the persons in parental relation of a student share joint custody and time is evenly divided, the persons in parental relation may choose which of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, as defined under Pennsylvania law, the resident school district shall be the one in which the student is then living.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall annually notify students, person(s) in parental relation and staff about the District's</p>	<p>22 PA Code 11.11 Pol. 140</p> <p>22 PA Code 11.11</p> <p><u>SC 1331.1</u> <u>Pol. 251</u></p> <p>22 PA Code 11.11</p> <p>Pol. 202</p> <p>22 PA Code 11.11</p> <p>22 PA Code 11.41</p>
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POLICY NO. 200
ENROLLMENT OF STUDENTS~~IN-DISTRICT~~

enrollment~~admissions~~ policy by publishing such policy in the student handbook, newsletters, district website and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Previously Revised: June 21, 2022

References:

School Code – 24 PS Sec. 1301, 1302, 1303a, 1304-A, 1331.1

State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1

Board Policy – 140, 202, 203, 216.1, ~~240~~251

Policy Guide

Policy No. 202Section PUPILSTitle ELIGIBILITY OF
NONRESIDENT STUDENTSAdopted AUGUST 21, 1999Last Revised JUNE 21, 2022

POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS		
Section 1	<p><u>Purpose</u></p> <p>The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.</p>	SC 501, 502, 503
Section 2	<p><u>Authority</u></p> <p>The Board may permit the admission of nonresident students in accordance with Board policy.</p> <p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p> <p>The Board reserves the right to verify the claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p> <p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.</p>	<p>SC 1301, 1316 Pol. 200</p> <p>SC 1302 22 PA Code 11.19</p> <p>SC 1302</p> <p>SC 1302 Pol. 906</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS</p> <p>The Board shall not be responsible for transportation to or from school of any nonresident student residing outside -school district boundaries.</p> <p>Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.</p> <p><u>Guidelines for Eligible Non-Resident Students</u></p> <p><u>Nonresident Children Placed in Resident’s Home</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.</p> <p><u>Residents of Institutions</u></p> <p>A child who is living in or assigned to a facility or -institution for the care or training of children that is located within the District by such placement; but the studentchild shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.</p> <p><u>Students Experiencing Educational Instability</u></p> <p><u>The District shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.</u></p> <p><u>Prospective Residents</u></p> <p>A student eligible for attendance whose person in parental relation has executed a contract to buy, build or rent a residence in this district for occupancy may be enrolled:</p> <ol style="list-style-type: none"> 1. For 60 calendar days previous to the anticipated date of residency <p style="text-align: center;">OR</p>	<p>SC 1316, 2561 Pol. 607</p> <p>SC 1305, 1331.1</p> <p>SC 1306, 1307, 1308, 1309, 1310, 1331.1, 2561, 2562 22 PA Code 11.18</p> <p>SC 1331.1 Pol. 251</p> <p>SC 1316</p>
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	<p style="text-align: center;">POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS</p> <p>The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.</p> <p>The Superintendent shall:</p> <ol style="list-style-type: none">1. Recommend to the Board for its approval the admission of qualified nonresident students.2. Report to the Board for its information the enrollment of nonresident students. <p>Previously Revised: June 21, 2022; January 27, 2011; April 15, 2004</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1305, 1306, 1307, 1308, 1309, 1310, 1316, 1331.1, 2561, 2562</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19</p> <p>Board Policy – 200, 906, 607, 25140</p>	
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Policy Guide



POLICY NO. 204 ATTENDANCE		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p>	22 PA Code 11.41
Section 2	<p><u>Authority</u></p> <p>The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized District staff in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>	22 PA Code 11.23. 11.25, 12.1 SC 1327, 1329, 1330
Section 3	<p><u>Definitions</u></p> <p>Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six^{eight} (6⁸) years of age until the student reaches eighteen^{seventeen} (18⁷) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student^{child} who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p> <p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p>	<p>22 PA Code 11.13 SC 1326</p> <p>SC 1326</p>

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>Tuant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p> <p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none"> 1. Custodial biological or adoptive parent. 2. Noncustodial biological or adoptive parent. 3. Guardian of the person of a student. 4. Person with whom a student lives and who is acting in a parental role of a student. <p>This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p>	<p>SC 1326</p> <p>SC 1326</p> <p>42 Pa. C.S.A. 6302</p> <p>SC 1326</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall annually notify students, persons in parental relation, and staff about the District's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.</p> <p>The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.</p>	<p>22 PA Code 11.41 SC 510.2</p>

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> 1. On certification by a physician, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance. 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. 3. Students attending college who are also enrolled part-time in district schools. 4. Students attending a home education program or private tutoring in accordance with law. 5. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved. 6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work, or private domestic service under duly issued permits. 7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment. <p><u>Excused/Lawful Absence</u></p> <p>For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:</p>	<p>SC 1329, 1330 22 PA Code 11.34</p> <p>SC 1327 22 PA Code 11.32</p> <p>22 PA Code 11.5</p> <p>SC 1327, 1327.1 Pol. 116, 137 22 PA Code 11.31, 11.31a</p> <p>SC 1327</p> <p>SC 1330</p> <p>SC 1330 22 PA Code 11.28</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <ol style="list-style-type: none"> 1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. 2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. 3. Quarantine. 4. Family emergency. 5. Recovery from accident. 6. Required court attendance. 7. Death in the family. 8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. 9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation. 10. Nonschool-sponsored educational tours or trips, if the following conditions are met: <ol style="list-style-type: none"> a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame. b. The student's participation has been approved by the Superintendent or designee. c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent. 11. College or postsecondary institution visit, with prior approval. 	<p>22 PA Code 11.25 SC 1329</p> <p>SC 1329</p> <p>22 PA Code 11.41 SC 1329</p> <p>22 PA Code 11.21</p> <p>SC 1329 22 PA Code 11.26</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, and foster care <u>and other forms of educational instability</u>.</p> <p>The District may limit the number and duration of non-school-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the year.</p> <p><i>Temporary Excusals -</i></p> <p>The following students may be temporarily excused from the requirements of attendance at District schools:</p> <ol style="list-style-type: none"> 1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. 2. Students participating in a religious instruction program, if the following conditions are met: <ol style="list-style-type: none"> a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction. b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction. c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance. 3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. 	<p>22 PA Code 11.25 SC 1329 Pol. 251</p> <p>SC 510, 1318, 1327 22 PA Code 11.22 Pol. 116</p> <p>22 PA Code 11.21 SC 1546</p> <p>22 PA Code 11.34</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p><i>Parental Notice of Absence –</i></p> <p>Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional</p> <p><u>Unexcused/Unlawful Absence</u></p> <p>For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.</p> <p>An out-of-school suspension may not be considered an unexcused absence.</p> <p><i>Parental Notification –</i></p> <p>District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.</p> <p><u>Enforcement of Compulsory Attendance Requirements</u></p> <p><i>Student is Truant –</i></p> <p>When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.</p> <p>The notice shall:</p> <ol style="list-style-type: none"> 1. Be in the mode and language of communication preferred by the person in parental relation. 2. Include a description of the consequences if the student becomes habitually truant. 	<p>SC 1326</p> <p>SC 1333</p> <p>SC 1333</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p>	
	<p>3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.</p>	
	<p>The notice may include the offer of a School Attendance Improvement Conference.</p>	SC 1333
	<p>If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p>	SC 1333
	<p><i>School Attendance Improvement Conference (SAIC)–</i></p>	
	<p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.</p>	SC 1333
	<p>The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p>	SC 1326
	<p>The following individuals shall be invited to the SAIC:</p>	SC 1326
	<ol style="list-style-type: none"> 1. The student. 2. The student's person in parental relation. 3. Other individuals identified by the person in parental relation who may be a resource. 4. Appropriate school personnel. 5. Recommended service providers. 	
	<p>Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p>	SC 1333

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p>	
	<p>The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p>	SC 1333
	<p>The District may not take further legal action to address unexcused absences until after the date of the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.</p>	SC 1333
	<p><i>Student is Habitually Truant -</i></p>	
	<p>When a student under fifteen (15) years of age is habitually truant, district staff:</p> <ol style="list-style-type: none"> 1. Shall refer the student to: <ol style="list-style-type: none"> a. A school-based or community-based attendance improvement program; or b. The local children and youth agency. 2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. 	SC 1333.1
	<p>When a student fifteen (15) years of age or older is habitually truant, district staff shall:</p> <ol style="list-style-type: none"> 1. Refer the student to a school-based or community-based attendance improvement program; or 2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student. 	SC 1333.1
	<p>District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance</p>	SC 1333.1

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>improvement program, or if the student refuses to participate in such program.</p> <p>Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.</p> <p><i>Filing a Citation –</i></p> <p>A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.</p> <p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p> <p><u>Special Needs and Accommodations</u></p> <p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Supervisor of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p>	<p>SC 1333.1</p> <p>SC 1333.2</p> <p>SC 1333.2</p> <p>Pol 103.1, 113, 113.3, 114</p> <p>Pol. 103.1, 113, 114</p> <p>SC 1333</p>
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**POLICY NO. 204
ATTENDANCE**

Previously Revised: [May 19, 2020](#); August 15, 2017; June 20, 2013; October 19, 1998

References:

School Code – 24 P.S. Sec. 510, 510.2, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1339, 1546

State Board of Education Regulations – 22 PA Code Sec. 11.5, 11.13, 11.21, 11.22, 11.23, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1

Title 42 – 42 Pa. C.S.A. 6302

Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137, [251](#)

Policy Guide

Policy No. 217Section PUPILSTitle GRADUATION REQUIREMENTSAdopted AUGUST 21, 1989Last Revised APRIL 21, 2020

POLICY NO. 217 GRADUATION REQUIREMENTS		
Section 1	<p><u>Purpose</u></p> <p>It shall be the policy of the Board shall establish graduation requirements and to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diplomas and/or certificates at fitting graduation ceremonies.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.</p> <p>The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.</p> <p>The Board requires graduation requirements to be published and distributed to students and persons in parental relation, and made available in each school building and posted on the District's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and persons in parental relation, and made available in each school building and posted on the District's publicly accessible website immediately following approval by the Board.</p> <p>The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon</p>	<p>24 P.S. 121 22 PA Code 4.24, 4.51, 4.52</p> <p>22 PA Code 4.24 24 P.S. 510.2</p>

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~request for review by the designated representatives of the
Pennsylvania Department of Education.~~

**Students are required to take courses fulfilling the following
credit requirements in order to graduate:**

~~For the Senior Classes of 2020 and 2021:~~

- ~~1. English *—————4 credits~~
- ~~2. Social Studies *—————4 credits~~
- ~~3. Mathematics *—————4 credits~~
- ~~4. Science *—————4 credits~~
- ~~5. Physical Education—————1 credit~~
- ~~6. S.T.E.A.M.—————1 credit~~
~~—~~
~~S.T.E.A.M. refers to Science, Technology, Engineering,
Arts, and Mathematics. The Program of Studies outlines
specific courses that meet the S.T.E.A.M. designation.~~
- ~~7. Health—————0.5 credit~~
- ~~8. Electives—————7.5 credits~~
- ~~9. Community Service—————0.5 credit~~
~~(Equivalent to 60 hours of community service—details are
described in the Community Service Handbook)~~
- ~~10. Career Readiness/Job Shadowing—————0.5 credit~~
~~(Details are described in the Career Readiness Handbook)~~

~~For the Senior Classes of 2022 and 2023:~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~1. English * 4 credits~~

~~2. Social Studies * 4 credits~~

~~3. Mathematics * 4 credits~~

~~4. Science * 4 credits~~

~~5. Physical Education/Health 1 credit~~

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

~~-~~

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

~~7. Electives 8 credits~~

~~8. Community Service 0.5 credit
(Equivalent to 60 hours of community service—details are described in the Community Service Handbook)~~

~~9. Career Readiness/Job Shadowing 0.5 credit
(Details are described in the Career Readiness Handbook)~~

For the Senior Classes of 2024 and beyond:

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p>	
	<p>1. English * 4 credits</p> <p>2. Social Studies * 4 credits</p> <p>3. Mathematics * 4 credits</p> <p>4. Science * 4 credits</p> <p>5. Physical Education/Health 1 credit</p> <p>6. Computer Science * 0.5 credit</p> <p>7. Electives 8 credits</p> <p>8. Community Service 0.5 credit (Equivalent to 60 hours of community service – details are described in the Community Service Handbook)</p> <p>9. Career Readiness/Job Shadowing 0.5 credit (Details are described in the Career Readiness Handbook)</p> <p><i>*Courses fulfilling this requirement will be listed annually in the Program of Studies.</i></p> <p>Students must take a minimum of seven (7) credits per year.</p> <p><u>Diplomas</u></p> <p>The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p><i>Students Experiencing Educational Instability –</i></p> <p>The District shall provide supports to ensure that students experiencing educational instability graduate in a timely manner,</p>	<p>22 PA Code 4.24 24 P.S. 1611, 1613 Pol. 102, 127, 212</p> <p>Pol. 233</p> <p>24 P.S. 1331.1 Pol. 251</p>

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p>in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.</p> <p><i>Students With Disabilities</i></p> <p>The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with their graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.</p> <p><i>Part-Time Students -</i></p> <p>A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.</p> <p><i>Full-Time Postsecondary Students -</i></p> <p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p> <p><i>Eligible Veterans -</i></p> <p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the</p>	<p>24 P.S. 121, 1614 22 PA Code 4.12, 4.24, 11.27 34 CFR 300.102, 300.305 Pol. 113</p> <p>22 PA Code 11.5, 11.8</p> <p>22 PA Code 11.4, 11.8</p> <p>24 P.S. 1611</p>
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**POLICY NO. 217
GRADUATION REQUIREMENTS**

names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

Keystone Exams

~~The District will follow current guidelines for graduation requirements as they pertain to Keystone Exams or any other state testing requirements, available on the Pennsylvania Department of Education website.~~

Participation in Graduation Ceremonies

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

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

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

Student Transcripts

~~PSSA scores will be included on student transcripts. Beginning with the class of 2017, the performance level for each Keystone Exam will be included.~~

Section 3	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible for ensuring the following:develop procedures for implementing this policy which includes careful recording of each student's progress and accumulation of graduation requirements.</p> <ol style="list-style-type: none"> 1. Publication and distribution of graduation requirements to students and persons in parental relation. 2. Counseling of students regarding expectations of graduation requirements. 3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements. 4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements. 5. Provision of assistance to those students having difficulty attaining the academic standards. 6. Development of a list of individuals who qualify for the award of a diploma. 7. Planning and executing graduation ceremonies that appropriately recognize this important achievement. <p>The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 101 et seq. 121, 510.2, 1331.1, 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.24, 4.51, 4.52, 11.27, 11.4, 11.5, 11.8</p>	
		<p>22 PA Code 4.24 24 P.S. 510.2</p> <p>22 PA Code 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 212</p> <p>22 PA Code 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 212</p> <p>Pol. 212, 216</p> <p>24 P.S. 121 22 PA Code 4.24</p> <p>24 P.S. 121</p>

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p>Title 34 Education – 34 CFR 300.102, 300.305</p> <p>Board Policy – Pol. 102, 113, 127, 212, 216, 233, 251</p> <p>Revision History: April 21, 2020; March 19, 2019; March 26, 2015; June 26, 2014; April 18, 2013; February 17, 2011; March 18, 2010; May 10, 2006; March 18, 2004; June 28, 1999</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 25140

Section PUPILS

Title ~~HOMELESS STUDENTS~~
EXPERIENCING HOMELESSNESS, FOSTER CARE, AND OTHER EDUCATIONAL INSTABILITY

Adopted MARCH 15, 2016

Last Revised MARCH 21, 2017

	<p>POLICY NO. 25140</p> <p>HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>THIS POLICY SHALL SUPERSEDE POLICY 255.</p>	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.</p>	<p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311, 6312 42 U.S.C. 675, 11431 et seq</p>
Section 21	<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</p>	<p>SC-1306 Title 22 Sec. 11.18 42 U.S.C. Sec. 11431 et seq.</p>

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>on the recommendation of the Superintendent and following the McKinney-Vento Act.</p> <p>The Board directs the District to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.</p> <p>The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.</p> <p>The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:</p> <ol style="list-style-type: none"> 1. Dress code. 2. Transportation. 3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes. 4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia. 5. Graduation. 	<p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq.</p> <p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq.</p> <p>Pol. 221</p> <p>Pol. 810</p> <p>Pol. 113, 114, 115, 121, 122, 123</p> <p>Pol. 110, 121, 122, 123, 124, 217, 221, 223, 808</p> <p>Pol. 217</p>
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	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p>	
	<p>6. Registration deadlines.</p> <p>It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.</p>	
Section 32	<p><u>Definitions</u></p> <p>Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]</p> <ol style="list-style-type: none"> 1. Homelessness. 2. An adjudication of: <ol style="list-style-type: none"> a. Dependency relating to child protective services and juvenile matters; b. Delinquency, if disclosed by the student’s person in parental relation; or c. As part of court-ordered services under a voluntary placement or custody agreement. <p>A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.</p> <p>Enroll or Enrollment means attending classes and participating fully in school activities.</p> <p>Additional costs means the difference between what the District spends to transport a resident student to the student’s assigned school and the cost to transport a child in foster care to the child’s school of origin.</p>	<p>24 P.S. 1331.1 42 U.S.C. Sec. 11434a</p> <p>22 PA Code 11.18 24 P.S. 1306 42 U.S.C. 11431 et seq</p> <p>23 Pa. C.S.A. 6301 et seq 42 Pa C.S.A. 6301 et seq</p> <p>45 CFR 1355.20</p> <p>42 U.S.C. 11434a</p>

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Foster care means twenty-four (24) hour substitute care for children placed away from their person in parental relation and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.

45 CFR 1355.20

Homeless children and youths ~~students are defined as~~ means individuals who lack ~~ing~~ a fixed, regular and adequate nighttime residence, and includes ~~the following conditions:~~

42 U.S.C. 11434a

1. Children and youths who are:

- ~~1.a.~~ Sharing the housing of other persons due to loss of housing ~~or~~ economic hardship ~~or a similar reason~~;
- ~~2.b.~~ Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- ~~3.c.~~ Living in emergency, transitional or domestic violence shelters; ~~or~~
- ~~4.d.~~ Abandoned in hospitals;

~~5.2.~~ Children and youths who have a primary nighttime residence that is a ~~Living in~~ public or private places not designed for or ordinarily used as regular sleeping accommodations ~~s~~ for human beings;

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~~6.3.~~ Children and youths who are ~~living~~ in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

~~7.4.~~ ~~Living as M~~migratory children who qualify as homeless because they are living in circumstances described above; ~~in conditions described in previous examples. and~~

~~8. 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.~~

~~Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.~~

~~9.5.~~ School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

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

- The school of origin for a homeless child or youth - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.
- The school of origin for a child in foster care - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.

42 U.S.C. 11432

42 U.S.C. 675

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <ul style="list-style-type: none"> When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools. <p>Unaccompanied youth means a homeless child or youth not in the physical custody of a person in parental relation. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.</p>	42 U.S.C. 11434a
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 point of contact liaison for homeless students experiencing educational instability and families.</p> <p>The name and contact information of the District's point of contact shall be included in the student's education records and provided to the student's education decision maker.</p> <p>The District's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: The District's liaison shall coordinate with:</p> <ol style="list-style-type: none"> Local children and youth service agencies ies that provide services to homeless children and youth and families.to: <ol style="list-style-type: none"> Establish formal mechanisms to ensure that the District is promptly notified when a child enters foster care or changes foster care placements; Develop a protocol on how to make best interest determinations; and 	<p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. Sec. 11432</p> <p>24 P.S. 1331.1</p> <p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. Sec. 11432</p>

POLICY NO. 25140
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~~1~~.c. Develop and coordinate transportation procedures.

2. Other local service agencies and entities that provide services to students experiencing education instability.
3. Other school districts on issues of prompt identification, ~~records~~ transfer of records, ~~and~~ transportation and other inter-district activities.
- ~~2~~.4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Education Act.
- ~~3~~.5. State and local housing agencies responsible for comprehensive housing affordability strategies.

~~The District's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.~~

The District's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior

Po1. 103.1, 113

24 P.S. 1331.1

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school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.

5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The District's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by persons in parental relation of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the persons in parental relation of homeless children and youths, and unaccompanied youths.

42 U.S.C. 11432

The District's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.

42 U.S.C. 11432

Training

The District's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students –

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>The District's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.</p> <p>The District's point of contact shall arrange professional development programs for school staff, including office staff.</p> <p>School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:</p> <ol style="list-style-type: none"> 1. Improve identification of homeless children and youths and unaccompanied youths; 2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and 3. Heighten the awareness of, and capacity to respond to, the educational needs of such children. 	<p>42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p> <p>42 U.S.C. 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>Students enrolled in this District experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.</p> <p>Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.</p> <p>Persons in parental relation and students have the authority to determine what information shall be shared with the District.</p>	<p>42 U.S.C. Sec. 11432</p> <p>24 P.S. 1331.1</p> <p>42 U.S.C. Sec. 11432</p>

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>Information related to the student’s educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or person in parental relation.</p> <p><u>Enrollment/Placement</u></p> <p>Except when an unaccompanied youth or the person in parental relation of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student’s best interest to remain in the school of origin.</p> <p>To the extent feasible, and in accordance with the homeless child’s or youthsstudent’s best interest, a homeless student the District shall continue to be enroll a homeless student in the students his/her school of origin within the District while the studentss/he remains homeless and through or until the end of the academic year in which the student s/he obtains permanent housing.</p> <p>An unaccompanied youth or the persons in parental relation Parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the District regardless of the District school in the attendance area where the student is actually living or a school of origin in another district.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 District's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.</p> <p><i>Best Interest Determination -</i></p>	<p>Pol. 113.4, 216 42 U.S.C. See: 11432 Pol. 200, 201, 203, 204, 209, 216</p> <p>20 U.S.C. 6311 42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p>
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	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.</p> <p>In making a best interest determination, the District shall:</p> <ol style="list-style-type: none"> 1. In the case of a homeless child or unaccompanied youth, give priority to the request of the person in parental relation or unaccompanied youth. 2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement. <p>The cost of transportation shall not be used as a factor in the best interest determination.</p> <p>Documentation related to the best interest determination shall be maintained in the student's education record.</p> <p><i>Timeliness of Enrollment -</i></p> <p>When a school receives a student experiencing educational instability, the selected school shall immediately enroll the student and begin instruction, even if:</p> <ol style="list-style-type: none"> 1. 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 school shall request records from the previous district, pursuant to Board policy. 2. The application or enrollment deadline has passed. 	<p>20 U.S.C. 6311 42 U.S.C. 11432</p> <p>Pol. 113.4, 216</p> <p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq Pol. 113.4, 200, 201, 203, 204, 209, 216</p> <p>42 U.S.C. 11432 Pol. 200</p> <p>42 U.S.C. 11432 Pol. 200, 201</p>
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HOMELESS STUDENTS EXPERIENCING
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The District's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.

42 U.S.C. 11432

The District may require a person in parental relation to submit contact information.

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

Grade Level Assignment –

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

Pol. 206

~~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.~~

Dispute ~~Resolutions~~/Complaints

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.

Pol. 906

Dispute Resolution for Homeless Students -

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If the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or person in parental relation, the District shall provide the unaccompanied youth or person in parental relation with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or person in parental relation and shall include information regarding the right to appeal.

42 U.S.C. 11432

If a dispute arises over eligibility, enrollment or school selection: [27] ~~or enrollment,~~

42 U.S.C. 11432

1. The person in parental relation or unaccompanied youth shall be referred to the District's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute, including all available appeals.
3. The District's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified 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.~~

A person in parental relation or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

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If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

24 P.S. 1305
Pol. 202

Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the school year in this District without payment of tuition.

~~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

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~~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.~~

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.

20 U.S.C. 1232g
Pol. 113.4, 216

The District may disclose personally identifiable information from the education records of a student without written consent of the person in parental relation or the eligible student if the disclosure is:

20 U.S.C. 1232g
Pol. 113.4, 216

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
- ~~1.~~2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws

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applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:

1. Transportation services.
2. School nutrition programs.
3. Career and technical education.
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.
 - b. Programs for English Learners.
 - c. Programs for students with disabilities.
 - d. Programs for gifted and talented students.

Transportation for Homeless Students -

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

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.

24 P.S. 1306
 42 U.S.C. 11432
 Pol. 146

Pol. 810

Pol. 808

Pol. 115

Pol. 919

Pol. 140

Pol. 113

Pol. 114

24 P.S. 1306
 42 U.S.C. 11432
 Pol. 810

42 U.S.C. 11432

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Transportation for Students in Foster Care –

The District shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.

20 U.S.C. 6312
 Pol. 810

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the District shall collaborate with the local children and youth agency to develop a local transportation plan.

20 U.S.C. 6312

The transportation plan shall address the following:

20 U.S.C. 6312

1. The procedure the District and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;
 - c. The District and the local children and youth agency agree to share the costs; or
 - d. The District of origin, the District of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

42 U.S.C. 675

20 U.S.C. 6312

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The District shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The District shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The District's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.

24 P.S. 1331.1
 20 U.S.C. 6311,
 6312

24 P.S. 1331.1
 Pol. 217

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- c. Successful completion of a career and technical education course.
- d. Other evidence or method determined appropriate by the District.

2. If a specific course requirement cannot be waived, the District shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.

3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the District determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the District may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:

- 1. All other graduation options have been exhausted.
- 2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

24 P.S. 121, 1331.1

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The District's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.

24 P.S. 121, 1331.1

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.

Pol. 113, 217

Students with an IEP may elect to remain in school until age twenty-one (21) even if the District determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.

Pol. 217

~~Fiscal Responsibilities~~

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

Previously Revised: March 21, 2017

References:

School Code – 24 P.S. Sec. 121, 1305, 1306, 1331.1

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.~~
Improving Basic Programs Operated by Local Educational Agencies – 20 U.S.C. Sec. 6311, 6312

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

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Federal Payments for Foster Care, Prevention, and Permanency
– 42 U.S.C. Sec. 675

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

Juvenile Matters – 42 Pa. C.S.A. Sec. 6301 et seq.

The Administration on Children, Youth, and Families, Foster
Care Maintenance Payments, Adoption Assistance, and Child
and Family Services – 45 CFR Sec. 1355.20

Education for Homeless Children and Youths – 42 U.S.C. Sec.
11432, 11434a

Family Educational ~~Rights~~ and Privacy ~~Rights~~, Title 34, Code of
~~Federal Regulations~~ – 20 U.S.C. 1232g ~~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 – 103.1, 110, 113, 113.4, 114, 115, 121, 122, 123,
124, 140, 146, 200, 201, 202, 203, 204, 206, 209, 216, 217, 221,
223, 808, 810, 906, 919

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 918

Section COMMUNITY

Title BOOSTER/PARENT ORGANIZATIONS

Adopted MARCH 18, 2010

Last Revised _____

POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS		
Section 1	<p><u>Purpose</u></p> <p>The Board <u>recognizes the existence and</u> appreciates the efforts of <u>the various community based</u> boosters <u>and parent organizations at work in the school community</u>clubs and their contributions to the District. The Board further <u>recognizes</u>affirms that the purpose of such <u>groups</u>clubs <u>should be</u> is to assist and support, but not to direct or supplant, the existing student activity<u>ties</u> or athletic programs<u>s</u>. It is absolutely necessary that all School-dDistrict-sponsored activities remain at the <u>district</u>school level and under the control, direction and supervision of the Board <u>and</u>; <u>district</u> administration; teachers, sponsors and coaches.</p>	
Section 2	<p><u>Authority</u></p> <p><u>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to boosters/parent organizations ("Organization(s)").</u></p> <p>Any person(s) wishing to form a booster club must submit to the Superintendent a letter seeking recognition by the School District. Only those booster clubs which apply for recognition as stated will be considered for recognition. Upon recommendation of the Superintendent, the Board will vote on whether to recognize the booster club.</p>	

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>In recognizing a booster club, the District does not in any way assert responsibility for, or accept liability for any action or failure to act of the booster club. Rather, recognition by the Board grants the booster organization permission to operate in the name of a Keystone Oaks Booster Club and not in the name of the Keystone Oaks School District.</p> <p>The District's involvement with a booster club, when the club acts in its own name as a booster organization and not in the name of the Keystone Oaks School District is limited to:</p> <ol style="list-style-type: none">1. ensuring that the booster club's actions are not inconsistent with all rules associated with school-sponsored trips, competitions, social events and public performances, as set forth in applicable Board policy, and all provisions of this policy;2. ensuring that the booster club does not undertake any action in the name of the Keystone Oaks School District, but rather acts at all times in the name of the booster organization;3. approving the establishment of a booster club;4. rescinding approval of an established booster club which, either as a club or through an individual member(s), acts in a manner injurious to the best interests of the District or its students, and/or fails to act in a manner consistent with this policy and/or the best interests of the District or its students, as determined solely and exclusively by the Board of School Directors;5. conditioning approval, and/or continued functioning of a previously existing booster organization, upon the organization's demonstrated understanding that (1) students are not eligible for membership in any booster club, (2) it will comply with the fundraising and spending regulations and procedures set forth below, and (3) the District, and not the booster organization, is responsible for:<ol style="list-style-type: none">a. supervising activities and athletics;	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>b. posting, recruitment, interviewing, selecting, evaluating, monitoring and/or removing activities and athletic personnel; _____</p> <p>c. selecting, purchasing, maintaining and storing equipment;</p> <p>d. ensuring that activities and athletics adhere to District, league and state rules and regulations; _____</p> <p>e. hiring and supervising of officials; _____</p> <p>f. transporting participants (but not necessarily spectators) to and from events and functions at District facilities and/or at outside facilities; _____</p> <p>g. scheduling of activities and competitions; _____</p> <p>h. maintaining and administering the School District's Athletic Department and Activities fund monies; _____</p> <p>i. making all decisions concerning operations, maintenance and administration of school activities and athletics. _____</p> <p>6. ensuring that booster clubs or an individual member(s) must follow the chain of command indicated below: _____</p> <p>a. Step 1 Coach/Activity Sponsor _____</p> <p>b. Step 2 Athletic/Activities Director _____</p> <p>c. Step 3 Building Principal _____</p> <p>d. Step 4 Superintendent or his designee _____</p> <p>e. Step 5 Board of School Directors</p>	
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BOOSTER/PARENT ORGANIZATIONS

Section 3

Guidelines

Recognition

Organizations are formed and operated independently of any Keystone Oaks School District extra-curricular, co-curricular activities, or athletic teams. Organizations must apply for and secure recognition by the District before identifying or representing themselves as approved or endorsed affiliates, by submitting the information below and receiving Board approval. Failure to comply with any of the restrictions on affiliate group activities or in the event issues are identified that are not of a minor nature may cause the Board to revoke the District's recognition of said group as an affiliated group. Submissions under this policy for Organizations associated with athletic teams shall be submitted to the Superintendent or their designee. All other Organizations shall submit required materials to the principal of the building through which the activity is organized or their designee. The building principals and the Athletic and Activities Program Facilitator will collaborate with the Superintendent or their designee.

Organization

To facilitate proper organization and recordkeeping between the Organizations and the District:

1. The District encourages each Organization to adopt a set of by-laws.
2. Each Organization shall submit to the District information of at least one point of contact, including their phone numbers, addresses and email addresses, by July 31 of each school year. Should information need to be updated at any other time, the District requests that any changes be submitted to the appropriate administrator in a timely manner.
3. Each Organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. Any and all accounts shall be operated under the name of the specific Organization and its associated tax I.D./EIN

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BOOSTER/PARENT ORGANIZATIONS

number. There shall be no Organization accounts opened or operated under a specific individual's name/social security number.

4. Organizations shall not be permitted to use the District's tax-exempt number for purchases.

5. Potential Expenses

a. Fully funded athletic or club activities may include additional costs (e.g., activity fees, individualized and non-reusable clothing or equipment) for students to participate in accordance with Policy 122: Extracurricular Activities and Policy 123: Interscholastic Activities and Policy 110: Instructional Supplies.

b. Partially funded athletic or club activities may include additional costs or volunteer obligations for students to participate. Itemized, required expenses and volunteer obligations shall be shared with participants at the time of registration (e.g., facility rental, uniforms, transportation, officials, etc.).

Insurances

The District, through its insurance broker, offers to each Organization using district facilities or sponsoring activities involving district students, a blanket general liability policy. The policy will cover each Organization for one (1) year (July 1 through June 30). Specific terms of coverage and exclusions from coverage are recited in the various policies themselves, which are available for inspection. Groups are free to secure such additional coverage as they deem appropriate.

Approved activities are those approved by the District either through a building use permit (see Policy 707: Use of School Facilities) or a Board approved trip where team or club arrangements are fees are paid for by the booster club. Any activity off campus that does not require approval by the Board is not an activity covered by this general liability policy.

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p><u>Exclusion From Liability</u></p> <p><u>Unless specifically covered under the Insurances section above, Organizations are independent entities, separate and apart from the Keystone Oaks School District, and the Board does not assume any financial responsibility for an Organization and excludes itself from any liability, financial or otherwise, an Organization may incur.</u></p> <p><u>Use of Facilities</u></p> <p><u>Organizations requesting use of facilities and/or services shall comply with the District’s policy on facility usage (See Policy #707: Use of School Facilities). No activity shall be permitted without such approval.</u></p> <p><u>Use of District Logo</u></p> <p><u>Organizations desiring to use the District’s logo(s) for promotional materials, clothing, sponsorships or any other purpose must comply with the District’s “Name, Logo and Mascot Image Usage Guidelines.”</u></p> <p><u>Concessions</u></p> <p><u>Organizations involved in concessions at school events shall follow district guidelines for use of such facilities and must complete a Concession Stand Article of Agreement with the District on an annual basis prior to operating any concession stands on district property.</u></p> <p><u>Fundraising</u></p> <p><u>Consistent with IRS regulations, the extent of student or member participation in fundraising activities of Organizations shall have no implications on the opportunities for students to participate in the activity or sport or on the receipt of awards or benefits distributed by the Organization.</u></p> <p><u>Fundraising activities that would take place during the school day shall be requested in writing to the building principal or the Athletic and Activities Program Facilitator on a district approved form no later than twenty (20) days prior to the event, which must be reviewed and approved at the building/athletic</u></p>	
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office level before any such fundraising may occur. Any fundraising activities that are to occur on school district property that would require a Small Games of Chance License obtained through the Allegheny County Department of Revenue (e.g. raffles, 50/50, games of chance, lotteries) must comply with Policy 707: Use of School Facilities. Small Games of Chance Licenses must be provided upon request. A license can be for the individual organization or through an umbrella organization.

No student instructional time shall be allowed for fundraising activities for any Organization. Any student fundraising shall comply with Policy 229: Student Fundraising.

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~~Each booster organization should have clear communications with its members as to the purpose of the organization and the desired voluntary commitment of the members.~~

~~The District will not be involved in fundraising activities of the booster club, except to require compliance with the following as a condition of the District's initial and continued recognition of the booster club:~~

- ~~1. Parents/guardians must be given the option to participate in the fundraiser, to pay in whole or in part (make up the difference) in lieu of, or in addition to, fundraising, or decline to participate in the fundraiser. Mandatory fundraisers are not permitted.~~
- ~~2. The Administration retains the right to prohibit the sale of any inappropriate or unsafe items, including any items that may require excessive clean-up procedures at athletic competitions or school events.~~
- ~~3. A booster club may charge a fee in lieu of fundraising. This is not to be considered in any way a required participation fee. Rather, the fee is to be assessed on a per student basis to cover activity or trip costs, including travel and/or lodging.~~
- ~~4. The failure of a student or parent/guardian to participate in fundraisers, or to pay a fee in lieu of fundraisers, shall~~

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~~have no effect on the treatment of the student by the booster club in regard to receipt of awards or other benefits distributed by the booster club. However, students who fail to raise necessary funds for, or otherwise pay for, a trip or event requiring a fee, shall not be able to participate in that particular trip or event.~~

~~5. The booster club must send a letter home to parents/guardians at the start of every activity/athletic season, whichever comes first, informing parents/guardians of the following:~~

- ~~a. The meeting dates, times and locations of all booster club meetings known at the time that the letter is sent. Thereafter, the booster club must continue to communicate with parents/guardians on a regular basis as to meeting dates, times and locations.~~
- ~~b. Parents/guardians must be advised in said letter that they have the option of: participating in fundraisers, or paying the cost of any activity/event for which fundraiser is held in lieu of doing the fundraising, or making up the difference between the cost of the activity and the funds not raised through fundraising; or any per student fee that is to be charged in lieu of fundraising and the amount of that fee.~~
- ~~c. Although booster club fundraisers do not require District approval, booster clubs are encouraged to report to the building principal, within a reasonable time after commencing the fundraiser, the type of fundraiser being held, the duration and the purpose.~~

Expenditures for Equipment, Supplies, Etc. Purchases by Booster Club

Organizations are not permitted to donate funds, equipment, materials or supplies equal to or greater than \$1,000 without approval of the District in accordance with Policy 702: Gifts,

POLICY NO. 918
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Grants and Donations. This prohibition applies specifically to any donations of uniform clothing, installation of equipment or improvements to real estate.

Any purchased/donated supplies or equipment by any Organization to the District becomes the property of the District in accordance with Policy 702: Gifts, Grants and Donations. Any expenditure of funds by an Organization which would create a future obligation to the District, a possible liability, or a maintenance plan to the District must be pre-approved by the Board.

~~Booster groups~~ Organizations shall not be permitted to use the District tax-exempt number for purchases, nor shall Organizations ~~booster clubs~~ be permitted to use District funds for any such purchases.

Improvements to the District Buildings and Grounds

Any proposed modifications ~~Proposals for~~ or improvements to the District's buildings and grounds by an Organization ~~to be made by a booster organization~~ must be submitted to the building principal, the Assistant to the Superintendent for Operations ~~Director of Finance and Human Resources and the District the~~ Superintendent or their designee ~~and be approved by the Board of School Directors.~~ Board approval may be required based upon the nature and scope of the proposed modification or improvement. The Board reserves unto itself the right to attach such conditions to its approval of such proposals as may be necessary to ensure compliance with applicable law and to protect and maintain the District's properties and its resources.

No work shall commence without written approval of the Superintendent or their designee.

Organizations conducting preliminary evaluations or studies in connection with substantial programs or projects are cautioned that no interim cooperation or participation in exploratory discussions obligates the District to proceed until a formal proposal is presented to and approved by the Board, and the District has no financial obligations except such as are formally acknowledged and approved by the Board.

**POLICY NO. 918
BOOSTER/PARENT ORGANIZATIONS**

~~Banners and Signs~~

~~All booster club banners and signs must be pre-approved by the Superintendent or his designee before they are ordered and displayed on school grounds.~~

Recognition Functions ~~(Banquets)~~

The District requests that any organizations planning a recognition event clear the proposed date for the event with the building principal and/or the Athletic and Activities Facilitator prior to scheduling to limit potential conflicts with other previously scheduled school/organization events.

~~Each booster club may sponsor banquets or other recognition events to which student participants and their families may be invited.~~

~~Recognition events/banquets must receive prior approval of the building principal.~~

~~A booster club planning a recognition event for District students shall provide a description of the event, including date, time, place and overview of activities to the building principal. The building principal may advise the booster group if any other booster club has scheduled a banquet/recognition event for that date.~~

~~However, it shall be the responsibility of the respective booster organizations and not the building principal or any other District personnel to rectify any conflicts among booster organizations for available dates, times and places associated with such events.~~

When banquet facilities are used off of school grounds, the following guidelines will apply:

- ~~1. The facility will be recognized as a school zone.~~
- ~~2.~~ 1. The event ~~banquet~~ will be recognized as a school function. All school rules will apply and be enforced.
- ~~3. All school rules will apply and be enforced.~~

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>4.2. No alcoholic beverages or <u>controlled substances</u>tobacco products will be permitted <u>at the event</u>in the banquet area. <u>This prohibition includes all those in attendance.</u></p> <p>5.3. An announcement must be made at the beginning of each <u>event</u>banquet summarizing the foregoing.</p> <p><u>District Vending Agreement</u></p> <p>Any items sold on District property or at any school-sponsored event must be in compliance with any and all District contracts with outside vendors. However, any pre-existing contracts between any booster club and any individual or company for exclusive distribution of vended goods shall remain in full force and effect. The booster club must secure permission from the Director of Fiscal Services to bring on to, consume, and/or sell on District property any refreshments, in accordance with the District's Facilities Use Policy, No. 707.</p> <p><u>Programs</u></p> <p>Prior to publication of any program for any student event, the draft program in its entirety must be approved by the Superintendent or his/her designee. Advertisements for alcoholic beverages, tobacco products and any other material considered inappropriate by the Superintendent or his/her designee shall not be permitted to be published in the program.</p> <p><u>Compliance</u></p> <p><u>Should any situation emerge between an Organization and the administration regarding the management of any school-related activity, the Superintendent or their designee shall resolve the matter within these established guidelines and/or Board policy. If the matter is escalated to the Board level, the Board's decision shall be final in resolving such matters. No Organization shall engage in any activity outside these guidelines.</u></p>	
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 107.2

Section PROGRAMS

Title COURSE SYLLABI

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2017;
FEBRUARY 16, 1998

POLICY NO. 107.2 COURSE SYLLABI		
Section 1	<p><u>Purpose</u></p> <p>A syllabus shall be prepared for each course of study adopted by the Board in order to direct and assist the professional staff, the students and persons in parental relation <u>parents/guardians</u> toward the attainment of objectives sought by that course of study.</p>	
Section 2	<p><u>Guidelines</u></p> <p>Each course syllabus shall contain, as appropriate to the course of study:</p> <ol style="list-style-type: none">A written statement of goals to be achieved by students.Overview of significant instructional units and/or projects.Supplies/materials needed, including name of any textbook(s).Homework expectations.Special experiences, such as field trips.Procedures for student assessment.Teacher contact information.	

	<p style="text-align: center;">POLICY NO. 107.2 COURSE SYLLABI</p> <p>h. District's mission statement.</p> <p>Each course syllabus shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall follow the course syllabus to best meet the needs of students as designed.</p> <p>All course syllabi must be completed by the last in-service day prior to the first day of school and submitted to the Director of Curriculum, Instruction, Assessment, and Staff Development Assistant to the Superintendent for Student Achievement.</p>	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall facilitate the preparation of course syllabi by teachers and shall develop a plan for such preparation which includes:</p> <ul style="list-style-type: none"> a. The participation of appropriate staff members and resource personnel. b. Continuing research in instructional methods, materials, activities and state and national standards. c. Systematic review of all syllabi to ensure their continuing usefulness in achieving established goals. d. A system of administrative review to ensure that syllabi are being followed by teaching staff members to the degree of conformity desired. <p>Copies of all current syllabi shall be kept electronically by the Director of Curriculum, Instruction, Assessment, and Staff Development Assistant to the Superintendent for Student Achievement and on the district website posted in each teacher's Google Classroom or a similar platform.</p> <p>Previously Revised: April 18, 2017; February 16, 1998</p>	

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 150

Section PROGRAMS

Title TITLE I – COMPARABILITY OF SERVICES

Adopted MAY 22, 2018

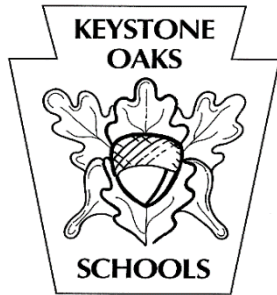
Last Revised _____

POLICY NO. 150 TITLE I – COMPARABILITY OF SERVICES		
Section 1	<p><u>Purpose</u></p> <p>The equivalent distribution of district resources is one means the District shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the District that do not receive Title I funds.</p> <p>If all schools in the District receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.</p> <p>The Board acknowledges that comparability of services may be measured on a grade-span by grade-span basis or a school-by-school basis using the current formula provided by the Bureau of Federal Programs of the PA Department of Education.</p>	<p>20 U.S.C. 6321</p> <p>20 U.S.C. 6321</p>

	<p style="text-align: center;">POLICY NO. 150 TITLE I – COMPARABILITY OF SERVICES</p>	
Section 3	<p><u>Definition</u></p> <p>For purposes of this policy, grade span is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>If the District has more than one (1) building per grade span, the Federal Programs Coordinator shall complete a Detailed School Data Sheet. Regardless of buildings per grade span, the Federal Programs Coordinator shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools in regards to services, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.</p>	
Section 5	<p><u>Guidelines</u></p> <p><u>Allowable Exclusions</u></p> <p>For the purposes of determining comparability, the District may exclude:</p> <ol style="list-style-type: none"> 1. State and local funds expended for language instruction education programs. 2. Excess costs associated with providing services to students with disabilities. 3. UnpredictableUnexpected changes in enrollment or personnel assignments occurring after the beginning of the school year. 4. Other expenditures from supplemental state or local funds consistent with the intent of Title I. <p><u>Complaints</u></p> <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.</p>	<p>20 U.S.C. 6321</p> <p>Pol. 140</p> <p>Pol. 103.1, 113, 114</p> <p>Pol. 906, 906.1</p>

	<p style="text-align: center;">POLICY NO. 150 TITLE I – COMPARABILITY OF SERVICES</p> <p>References:</p> <p>Elementary and Secondary Education Act – 20 U.S.C. Sec. 6321</p> <p>Board Policy – 103.1, 113, 114, 140, 906,906.1</p>	
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Policy Guide

Policy No. 218.3Section PUPILSTitle DISCIPLINE OF STUDENT
CONVICTED/ADJUDICATED
OF SEXUAL ASSAULT

Adopted _____

Last Revised _____

POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.</p>	SC 1318.1
Section 2	<p><u>Definitions</u></p> <p>Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.</p> <p>School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p> <p>School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the District.</p> <p>Sexual assault – means any of the following offenses:</p> <ol style="list-style-type: none"> 1. Rape. 	<p>SC 1318.1</p> <p>SC 1318.1</p> <p>SC 1318.1</p> <p>SC 1318.1</p> <p>18 Pa. C.S.A. 3121</p>

	<p style="text-align: center;">POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</p>	
	<p>2. Statutory sexual assault.</p>	18 Pa. C.S.A. 3122.1
	<p>3. Involuntary deviate sexual intercourse.</p>	18 Pa. C.S.A. 3123
	<p>4. Sexual assault.</p>	18 Pa. C.S.A. 3124.1
	<p>5. Aggravated indecent assault.</p>	18 Pa. C.S.A. 3125
	<p>6. Indecent assault.</p>	18 Pa. C.S.A. 3126
Section 3	<p><u>Authority</u></p> <p>The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this District, regardless of whether the sexual assault took place inside or outside of the school setting.</p>	<p>SC 1318.1 Pol. 218, 233</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>A student, or the person in parental relation of the student, who is convicted of sexual assault upon another student enrolled in this District shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.</p> <p>Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:</p>	<p>SC 1318.1</p>
	<p>1. Recommend that the Board expel the student, in accordance with law and Board policy.</p>	Pol. 233
	<p>2. Transfer the student to an alternative education program.</p>	
	<p>3. Reassign the student to another school or educational program within the District.</p>	

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</p> <p>If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the District. Although action is not required, the District maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.</p> <p>Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.</p> <p><u>Guidelines</u></p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.</p> <p>The District shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:</p> <ol style="list-style-type: none"> 1. Being educated in the same school building. 2. Being transported on the same school vehicle. 3. Participating in the same school-sponsored activity. <p><u>Return of Student to School</u></p> <p>The District may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:</p> <ol style="list-style-type: none"> 1. The victim is no longer enrolled in the District. 	<p>SC 1318.1</p> <p>Pol. 103, 252</p> <p>SC 1318.1 20 U.S.C. 1400 et seq 34 CFR Part 300 Pol. 103.1, 113.1, 113.2, 113.3</p> <p>SC 1318.1</p> <p>SC 1318.1</p>
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	<p style="text-align: center;">POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</p> <p>2. The conviction or adjudication has been reversed and is not pending appeal.</p> <p><u>Transfer Students</u></p> <p>When the District receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the District may assign that student to an alternative assignment or may provide alternative education services.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 1318.1</p> <p>PA Crimes and Offenses – 18 Pa. C.S.A. Sec. 3121, 3122.1, 3123, 3124.4, 3125, 3126</p> <p>Education of Individuals with Disabilities– 20 U.S.C. Sec. 1400 et seq</p> <p>Assistance to States for Education of Children with Disabilities – 34 CFR Part 300</p> <p>Board Policy – Pol. 103, 103.1, 113.1, 113.2, 113.3, 200, 218, 233, 252</p>	<p>SC 1318.1 Pol. 200</p>
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 810.1

Section OPERATIONS

Title SCHOOL BUS DRIVERS
AND SCHOOL COMMERCIAL
VEHICLE DRIVERS

Adopted OCTOBER 22, 2019

Last Revised _____

	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p>	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>	
Section 2	<p><u>Definitions</u></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the School District. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the District.</p> <p>Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p>	<p>49 CFR 382.107</p> <p>49 CFR 382.107</p>

	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <ol style="list-style-type: none"> 1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; 2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; 3. Is designed to transport sixteen (16) or more passengers, including the driver; or 4. Is transporting hazardous materials and is required to be placarded. <p>Driving – operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.</p> <p>Electronic device – an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.</p> <p>Mobile telephone – a mobile communication device which uses a commercial mobile radio service.</p> <p>Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.</p>	<p>49 CFR 392.80 75 Pa. C.S.A. 1621, 1622</p> <p>75 Pa. C.S.A. 1621</p> <p>75 Pa. C.S.A. 1622</p> <p>49 CFR 382.107</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p>Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:</p> <ol style="list-style-type: none"> 1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication. 2. The term does <u>not</u> include: <ol style="list-style-type: none"> a) Inputting, selecting or reading information on a global positioning system or navigation system. b) Pressing a single button to initiate or terminate a voice communication using a mobile telephone. c) Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law. <p>Use a handheld mobile telephone or other electronic device –</p> <ol style="list-style-type: none"> 1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication. 2. Dialing or answering a mobile telephone by pressing more than a single button. 3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no 	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 1621</p> <p>75 Pa C.S.A. 1622</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p style="text-align: center;">longer in a seated driving position, restrained by a seat belt.</p> <p>Section 3 <u>Authority</u></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver’s license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.</p> <p>Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.</p> <p>The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:</p> <ol style="list-style-type: none"> 1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary. 2. Establishment of procedures for required testing of covered drivers. 3. Maintenance of the confidentiality of all aspects of the testing process. 	<p>49 CFR Part 40, 382 49 U.S.C. 31306 67 PA Code 229.14</p> <p>Pol. 818</p> <p>49 CFR 392.80 75 Pa. C.S.A. 1621, 3316 49 CFR 392.82</p> <p>49 CFR 40.15</p> <p>49 CFR 382.105</p> <p>49 U.S.C. 31306</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p>	
	<p>4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration’s Commercial Driver’s License Drug and Alcohol Clearinghouse.</p>	<p>49 CFR 382.701</p>
	<p>5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.</p>	<p>49 CFR 40.3</p>
	<p>6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.</p>	<p>49 CFR 382.401, 382.701</p>
	<p>7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.</p>	<p>49 CFR 382.601</p>
	<p>8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.</p>	
	<p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p>	
	<p>1. This policy and its accompanying administrative regulations; and</p>	<p>49 CFR 382.601</p>
	<p>2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.</p>	<p>49 CFR 382.601</p>
	<p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>49 CFR 382.601</p>
	<p>The Board designates the Superintendent or Assistant to the Superintendent for Operations Business Manager to be the contact person for questions about the drug use and alcohol misuse program.</p>	<p>49 CFR 382.601</p>

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p><u>Guidelines</u></p> <p><u>Employment Requirements</u></p> <p>All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, the District shall obtain the following information in accordance with federal and state laws and regulations:</p> <ol style="list-style-type: none"> 1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent. 2. Commercial motor vehicle employment information for the past ten (10) years. <p><i>Additional Documentation —</i></p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, or authorize the applicable legal exemption in cases of emergency; 1.2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver; 2.3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver; 	<p>Pol. 818, 850 23 Pa. C.S.A. 6344, 6344.3 SC 111, 111.1</p> <p>49 CFR 382.413, 382.701, 382.703, 40.25</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>75 Pa. C.S.A. 1606</p> <p>67 PA Code 71.3</p> <p>67 PA Code 71.3</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>3.4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.</p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.</p> <p><i>Reporting Requirements –</i></p> <p>Covered drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.</p> <p>Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."</p> <p>A covered driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the next business day following the driver's arrest, charge or receipt of citationday the covered driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.</p> <p>An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the District based solely on the allegations</p>	<p>49 CFR 391.25 49 U.S.C. 31304</p> <p>49 CFR 391.41</p> <p>Pol. 818, 817 23 Pa. C.S.A. 6344.3 SC 111</p> <p>49 CFR 382.213</p> <p>49 CFR 382.213</p> <p>75 Pa. C.S.A. 1604</p> <p>75 Pa. C.S.A. 1604 Pol. 817, 818</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.</p> <p>A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within fifteen^{thirty} (1530) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p>Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy.</p> <p><u>Controlled Substances and Alcohol</u></p> <p><i>Drug and Alcohol Testing -</i></p> <p>The District shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p>	<p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>Pol. 817, 818</p> <p>49 CFR Part 40, 382, 382.105 49 U.S.C. 31306 75 Pa. C.S.A. 1613, 3756</p>
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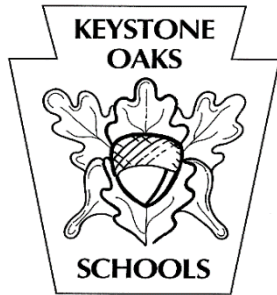
	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p><i>Prohibited Conduct -</i></p> <p>Covered drivers shall not use medical marijuana products.</p> <p>Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p> <p>A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:</p> <ol style="list-style-type: none"> 1. While using or while having any amount of alcohol present in the body, including medications containing alcohol. 2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances. 3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers. <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.</p> <p>A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until the driver-s/he undergoes a post-accident test, whichever occurs first.</p> <p>A covered driver shall not refuse to submit to a required test for drugs or alcohol.</p>	<p>67 PA Code 71.3 49 CFR 382.205 75 Pa. C.S.A. 1612</p> <p>49 CFR 382.213 754 Pa. C.S.A. 1603, 3802</p> <p>67 PA Code 71.3 49 CFR 382.207</p> <p>49 CFR 382.213</p> <p>49 CFR 382.209</p> <p>49 CFR 40.191, 382.107, 382.211 75 Pa. C.S.A. 1613</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p><i>Consequences/Discipline -</i></p> <p>The District shall remove a covered driver from performing safety-sensitive functions under the following circumstances:</p> <ol style="list-style-type: none"> 1. A verified positive drug test result; 2. A verified adulterated or substituted drug test result; 3. An alcohol test result of 0.04 or higher; or 4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test. <p>The District shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in their^{his/her} system.</p> <p>The District shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.</p> <p>A covered driver employed by the District who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.</p> <p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p> <p>If the District permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the District shall ensure that the covered driver has been evaluated by a qualified substance abuse</p>	<p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.201</p> <p>49 CFR 382.211</p> <p>75 Pa. C.S.A. 1612, 1613</p> <p>49 CFR 382.505</p> <p>49 CFR 40.23, 40.289</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.</p> <p><u>Maintenance of Records</u></p> <p>The District shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.</p> <p>Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.</p> <p>Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.</p> <p><u>Acknowledgment of Receipt</u></p> <p>Each covered driver shall sign a statement certifying that theys/he havehas received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.</p> <p><u>Training</u></p> <p>Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.</p> <p>The District shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.</p>	<p>49 CFR 40.333, 382.401, 382.701, 382.705</p> <p>49 CFR 40.321, 382.405, 382.723</p> <p>49 CFR 382.403, 382.405</p> <p>49 CFR 382.601</p> <p>49 CFR 382.601</p> <p>SC 1517</p> <p>49 CFR 382.603</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1517</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6344, 6344.3</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 71.3, 229.14</p> <p>Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1603, 1604, 1606, 1612, 1613, 1621, 1622, 3316, 3756, 3802</p> <p>Notification Requirements – 49 U.S.C. Sec. 31303</p> <p>Employer Responsibilities – 49 U.S.C. Sec. 31304</p> <p>Alcohol and Controlled Substances Testing – 49 U.S.C. Sec. 31306</p> <p>Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40, 40.3, 40.15, 40.23, 40.25, 40.191, 40.289, 40.321, 40.333</p> <p>Controlled Substance and Alcohol Testing – 49 CFR Part 382, 382.105, 382.107, 382.201, 382.205, 382.207, 382.209, 382.211, 382.215, 382.213, 382.401, 382.403, 382.405, 382.413, 382.505, 382.601, 382.603, 382.701, 382.703, 382.705, 382.723</p> <p>Limiting the Use of Electronic Devices – 49 CFR 392.80, 392.82</p> <p>Qualifications of Drivers – 49 CFR 391.25, 391.41</p> <p>Board Policy – 817, 818, 850</p>	
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Policy Guide

Policy No. 810.3Section OPERATIONSTitle SCHOOL VEHICLE DRIVERSAdopted OCTOBER 22, 2019

Last Revised _____

POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that an employee must be fit to operate a school related vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>	
Section 2	<p><u>Definition</u></p> <p>School-related vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>	75 Pa. C.S.A. 102
Section 3	<p><u>Authority</u></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.</p>	

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school related vehicles.</p> <p>School-related vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.</p> <p>The Board prohibits school-related vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school related vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> 1. Establishment of procedures for drug and alcohol testing of school-related vehicle drivers. 2. Establishment of procedures for obtaining and reviewing each school-related vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle. <p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> 1. This policy and any accompanying administrative regulations; and 2. Educational materials related to misuse of alcohol and use of controlled substances. <p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>Pol. 818</p> <p>75 Pa. C.S.A. 3316</p> <p>75 Pa. C.S.A. 1606</p>
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<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p><u>Guidelines</u></p> <p>School-related vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment and at least once each school year, school-related vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.</p> <p>School-related vehicle drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p><u>Reporting Requirements</u></p> <p>School-related vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school-related vehicle.</p> <p>School-related vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."</p> <p>A school-related vehicle driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the next business day following the driver's arrest, charge or receipt of citationday the school-related vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.</p>	<p>Pol. 818, 850 23 Pa. C.S.A. 6344, 6344.3 SC 111, 111.1</p> <p>75 Pa. C.S.A. 1606</p> <p>Pol. 818, 817</p>
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	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the District based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.</p> <p>A school-related vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within fifteen^{thirty} (1530) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any school-related vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p><u>Controlled Substances and Alcohol</u></p> <p>Drug and Alcohol Testing -</p> <p>The District may require school related vehicle drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p> <p><i>Prohibited Conduct –</i></p> <p>School-related vehicle drivers shall not use medical marijuana products.</p>	<p>Pol. 817, 818</p> <p>75 Pa. C.S.A. 1606</p>
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	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>School-related vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p> <p>A school-related vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school-related vehicle under the following circumstances:</p> <ol style="list-style-type: none"> 1. While using or while having any amount of alcohol present in the body, including medications containing alcohol. 2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances. 3. After consuming alcohol or a controlled substance within the previous eight (8) hours. <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school-related vehicle.</p> <p><i>Consequences/Discipline –</i></p> <p>The District shall place a school-related vehicle driver who drives, operates or is in physical control of a school-related vehicle out of service for thirty (30) days if the school-related vehicle driver:</p> <ol style="list-style-type: none"> 1. Has any detectable amount of alcohol in his/her system; or 2. Refuses to take a test to determine his/her alcohol content. <p>A school-related vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative</p>	<p>75 Pa. C.S.A. 1612</p> <p>75 Pa. C.S.A. 3802</p> <p>75 Pa. C.S.A. 1606, 1612</p> <p>49 CFR 40.191, 40.261</p>
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	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>regulations has not refused to take a Department of Transportation (DOT)-test.</p> <p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, up to and including termination, for a school-related vehicle driver who violates applicable law and regulations, Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p> <p><u>Maintenance of Records</u></p> <p>Drug and alcohol test information for school-related vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.</p> <p>Drug and alcohol test information for school-related vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.</p> <p><u>Acknowledgment of Receipt</u></p> <p>Each school-related vehicle driver shall sign a statement certifying that they/s/he have/s received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the school-related vehicle driver's personnel file and provide a copy to the driver.</p> <p><u>Training</u></p> <p>School-related vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school related vehicle drivers should also receive that training.</p>	<p>Pol. 817, 818</p> <p>49 CFR 40.13</p>
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	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1</p> <p>Child Protective Services Law – 23 Pa. C.S.A. 6344, 6344.3</p> <p>PA Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1606, 1612, 3316, 3802</p> <p>Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40.13, 40.191, 40.261</p> <p>Board Policy – 817, 818, 850</p>	
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Policy Guide

Policy No. 903Section COMMUNITYTitle PUBLIC PARTICIPATION IN BOARD MEETINGSAdopted AUGUST 21, 1989

Last Revised ~~AUGUST 19, 2010;~~
~~AUGUST 18, 2005;~~
~~MARCH 19, 2001;~~
APRIL 24, 2014

	<p align="center">POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p align="center"><u>Policy 903 will supersede policies 009 and 903.1</u></p>	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the District and the need to conduct its business in an orderly and efficient manner.</p>	<p>65 Pa. C.S.A. Sec. 701 et seq.</p>
Section 2	<p><u>Authority</u></p> <p>The Board adopts this policyshall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and maintain order.</p> <p>In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for citizens to comment on matters of concern, official action or deliberation which are or may be before the Board prior to official action by the Board.</p>	<p>65 Pa. C.S.A. Sec. 710</p> <p>65 Pa. C.S.A. Sec. 710.1, 712.1</p>

	<p style="text-align: center;">POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p style="text-align: center;"><u>Policy 903 will supersede policies 009 and 903.1</u></p> <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p> <p>If the public comment period is deferred, voting on items related to those comments must also be deferred till after the public has been given an opportunity to comment on that matter.</p> <p>When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s).</p>	<p>65 Pa. C.S.A. See. 710.1</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The presiding officer at each open public Board meeting shall follow Board policy for the conduct of open public meetings. Where the presiding officer'shis/her ruling is disputed, it may be overruled by a majority of those school directorsBoard members present and voting.</p> <p>The presiding officer shall allow for public comment on any topic before any Board business takes place at a public Board meeting and at the conclusion of all Board business at all public Board meetings.</p>	<p>65 Pa. C.S.A. 710.1, 712.1</p> <p>SC 407 Pol. 006</p>
Section 4	<p><u>Guidelines</u></p> <p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the District.</p> <p>Any member of the public present at an open meeting of the Board may address the Board in accordance with the Board rules as follows:</p>	

**POLICY NO. 903 –
PUBLIC PARTICIPATION IN BOARD MEETINGS**

~~Policy 903 will supersede policies 009 and 903.1~~

1. A member of the public may address the Board during the Public Comment time on the agenda.
2. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, borough of residence, and group affiliation, if applicable.
3. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, ~~or~~ obscene, ~~or~~ irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers in the removal of a disorderly person when the ~~at~~ person's conduct interferes with the orderly progress of the meeting.
4. Call a recess or ~~an adjournment~~ to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at open meetings under guidelines established by the Board. ~~The Board Secretary, as well as any member of the public, may record a Board meeting as long as the individuals involved in recording do not disrupt the orderly processes of the Board meeting.~~

65 Pa. C.S.A. 711

	<p style="text-align: center;">POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p style="text-align: center;"><u>Policy 903 will supersede policies 009 and 903.1</u></p> <p>The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.</p> <p>Previously Revised: April 24, 2014; August 19, 2010; August 18, 2005; March 19, 2001</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 709, 710, 710.1, 711, 712.2 701 et seq.</p> <p>Board Policy – 006</p>	65 Pa. C.S.A. 709
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Policy Guide



Policy No. 916

Section COMMUNITY

Title ~~VOLUNTEERS/CHAPERONES~~

Adopted APRIL 19, 1999

Last Revised ~~MAY 17, 2016;~~
~~SEPTEMBER 27, 2012;~~
~~OCTOBER 20, 2011;~~
~~MARCH 17, 2001~~

POLICY NO. 916 VOLUNTEERS/CHAPERONES		
Section 1	<p><u>Purpose</u></p> <p>The Board supports and encourages the participation of persons in parental relation and community residents to enhance the educational, cocurricular and extracurricular programs of the District.</p> <p>The Board recognizes that community volunteers can make many valuable contributions to the District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of District programs, subject to legal requirements and administrative procedures.</p>	SC 510
Section 2	<p><u>Authority</u></p> <p>The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the District.</p> <p>The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin or any other protected class in the school environment and all district programs for volunteers.</p>	<p>SC 510</p> <p>42 U.S.C. 12101 et seq 53 P.S. 6926.1903 43 P.S. 951 et seq Pol. 103</p>

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	<p>The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>	SC 510
	<p>All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.</p>	Pol. 824
Section 32	<p><u>Definitions</u></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Certifications – refers to refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p> <p>Direct contact – the care, supervision, guidance or control of children and routine interaction with children.</p> <p>Person responsible for the child's welfare – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.</p> <p>Routine interaction – regular and repeated contact that is integral to a person's volunteer responsibilities.</p> <p>Visitor – a person in parental relation, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.</p> <p>Volunteer – any adult, whose role is more than that of a visitor, who voluntarily individual who voluntarily offers provides a services to the District without receiving compensation from the</p>	<p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6344, 6344.2</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p> <p>Pol. 907</p> <p>23 Pa. C.S.A. 6344.2</p>

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District. A volunteer is not a school employee. ~~who does any of the following:~~

The two (2) classifications of volunteers are:

1. **Position Volunteer** – an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** – an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in “Career Day,” etc.
- ~~1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.~~
- ~~2. Does not provide direct services to students or have unsupervised contact with students.~~
- ~~3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.~~
- ~~4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.~~

Pol. 907

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~~**Chaperones**—adult individuals who accompany a school group on a school sponsored activity, who may assume supervisory responsibilities for some or all of the children in attendance.~~

~~**Visitor**—a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer/chaperone for purposes of this policy.~~

Section 4

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's/~~chaperone's~~ service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

~~The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.~~

~~The Building Principals and Athletic Director are responsible for monitoring volunteer logs. One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.~~

Section 53

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Superintendent or designee.

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The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

~~Supervision of volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor.~~

~~All volunteers/chaperones shall follow the “visitors’ procedures” as established for the specific building in which the volunteer/chaperone will serve.~~

- ~~1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the Personnel Office prior to participating as a volunteer/chaperone.~~
- ~~2. Each year, the Personnel Office shall maintain, and share with the Building Principals and Athletic Director, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.~~
- ~~3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.~~
- ~~4. All required clearances shall be provided in the form and manner proscribed by the law and must not be dated more than one (1) year prior to the date of the school’s approval of the volunteer/chaperone. The cost to procure the clearances shall be the responsibility of the volunteer and chaperone.~~

	<p style="text-align: center;">POLICY NO. 916 VOLUNTEERS/CHAPERONES</p> <p>5.—The responsibility to keep clearances updated rests upon the volunteer or chaperone.</p> <p><u>Certifications</u></p> <p>Prior to approval, all position volunteers shall submit the following informationThe following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:</p> <ol style="list-style-type: none"> 1. PA State Police Criminal History Record InformationCertification – which must be less than sixty (60) months old. 2. PA Child Abuse History Certification – which must be less than sixty (60) months old. 3.—Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years. 4.3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. <p>If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:</p> <ol style="list-style-type: none"> 1. Federal Criminal History Report - issued at any time since the volunteer established residency. <p>The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.</p> <p>Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.</p> <p>Position volunteers shall obtain and submit new certifications every sixty (60) months.</p>	<p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344, 6344.2, 6344.3</p> <p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344.4</p>
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	<p style="text-align: center;">POLICY NO. 916 VOLUNTEERS/CHAPERONES</p> <p>A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.</p> <p><u>Tuberculosis Test</u></p> <p>Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Position vVolunteers/chaperones shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.</p> <p>The Superintendent or designee shall immediately require a position volunteer/chaperone to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p> <p>Failure to accurately report such occurrences may subject the position volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.</p> <p><u>Child Abuse Reporting</u></p> <p>All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in</p>	<p>23 Pa. C.S.A. 6344.2</p> <p>SC 1418 Title 28 23.44</p> <p>23 Pa. C.S.A. 6344.3</p> <p>23 Pa. C.S.A. 6344.3</p> <p>23 Pa. C.S.A 6344.3</p> <p>23 Pa. C.S.A. 6311 Pol. 806</p>
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~~the proper reporting procedures~~ in accordance with applicable law, Board policy, and administrative regulations.

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

Pol. 123, 123.1,
123.2, 805, 806

Confidentiality

No volunteer/~~chaperone~~ shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/~~chaperone~~ to fulfill ~~their~~~~his/her~~ responsibilities. Volunteers/~~chaperones~~ with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer/~~chaperone~~ has questions about the confidentiality of student information, the volunteer should consult with the building principal.

Pol. 113.4, 216

Acknowledgement

Each volunteer/~~chaperone~~ shall affirm in writing that ~~they~~~~s/he~~ ~~have~~~~s~~ been provided with a copy of, ~~have~~~~s~~ read, understands and agrees to comply with this policy.

Previously Revised: May 17, 2016; September 27, 2012;
October 20, 2011; March 17, 2001

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References:

School Code – 24 P.S. Sec. 510, 1418

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

State Department of Health Regulations – 28 PA Code Sec.
23.44

Board Policy – 216, 806, 907