

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, January 19, 2016
7:00 PM

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

January 19, 2016 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **School Board Recognition**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

February 9, 2016 – Work Session

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

January 19, 2016

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization Minutes of December 1, 2015.

II. AFFIRM AND RATIFY BOARD MINUTES AND ACTION ITEMS

It is recommended that the Board affirm and ratify the actions taken and the items approved at the Business/Legislative Meeting of December 15, 2015.

III. RESOLUTION

It is recommended that the Board adopt the following Resolution:

BE IT RESOLVED that the Board of Directors of the Keystone Oaks School District formally approves entering into the Settlement Agreement and Release to resolve the pending litigation between a former employee and the District filed at Docket Number 15-840 of the District Court for the Western District of Pennsylvania, subject to final review and approval of the Solicitor.

FOR INFORMATION ONLY

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

VII. Green Tree Borough Council Minutes

(Available Online)

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

January 19, 2016

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

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

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

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

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

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

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

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

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

V. PROFESSIONAL DEVELOPMENT

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

William Eibeck	PMEA All State Conference Hershey Lodge & Convention Center Hershey, PA March 31, April 1-2, 2016	\$1,250.00 (General Funds)
-----------------------	--	-------------------------------

Carol Persin	PA Educational Technology Expo & Conference Hershey Lodge & Convention Center Hershey, PA February 21-24, 2016	\$1,099.00 (General Funds)
---------------------	---	-------------------------------

EDUCATION REPORT

January 16, 2016

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

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

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

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

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

III. CAMP INVENTION

It is recommended that the Board approve Camp Invention for the following dates: June 20, 21, 23, and 24, 2016, from 8:00 a.m. – 4:00 p.m., located at Dormont Elementary School. **Ms. Jennie Martin**, Reading Intern from the University of Pittsburgh, will be the Program Director.

For Information Only

Wednesday, June 22, 2016 is the District's Kennywood Picnic.

PERSONNEL REPORT

January 19, 2016

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. APPOINTMENTS

1. Long-Term Substitute Teacher

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve the following individual as a long-term substitute teacher for the second semester of the 2015/2016 school year, pending receipt of all required legal documents and clearances:

Lauran Kissell – Autistic Support
Dormont Elementary School
Salary – Prorated on \$43,500.00 (M, Level 16)

2. Maintenance Hire

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the Service Employees International Union 2009 -2017, it is recommended that the Board approve the following individual as a maintenance employee, pending receipt of all required legal documents and clearances:

Kenneth Monz
District-wide
Effective January 25, 2016
Salary - \$37,941.00

3. Food Service Hire

It is recommended that the Board approve the following individual for Food Service, pending receipt of all required legal documents and clearances:

Guillermina Cardenas
Aiken Elementary School
\$9.00 per hour

4. Substitute Custodian

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve **Eli Schrock** as a substitute custodian for the 2015/2016 school year, effective January 27, 2016 (pending receipt of all required legal documents and clearances).

II. RESIGNATIONS

1. Paraprofessional

It is recommended that the Board accept the letter of resignation from **Desire Krawchyk**, Paraprofessional, Myrtle Avenue Elementary School, effective January 22, 2016.

2. Food Service

It is recommended that the Board accept the resignation of **Melissa Tarabay**, Food Service employee, Aiken Elementary School, effective immediately.

III. TEACHING LOAD COMPENSATION

In compliance with the **Keystone Oaks Education Association Agreement 2011/2016, Article VII, Teaching Load**, it is recommended that the following individuals be compensated as per this Article for the first semester of the 2015/2016 school year:

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

<u>Employee</u>	<u>Compensation</u>
Shane Hallam	\$1,000
Ken Hustava	\$1,000
Nick Kamberis	\$1,000
Nancy Kramer	\$1,000
Tricia Kreitzer	\$1,000
John McCarthy	\$1,000
Vivian McManus	\$1,000
Michelle McSwigan	\$1,000
John Murphy	\$2,000
Jeff Sieg	\$1,000
Kim Smykal	\$1,000
Dennis Sarchet	\$1,000
Joan Young	\$1,000
Total:	\$14,000

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

Jennifer Bogdanski	\$1,000
Don Bowlin	\$ 400
Emily Brill	\$1,000
Candice Bush	\$1,000
Suzanne Deemer	\$ 800
William Eibeck	\$1,000
Lisa Forlini	\$1,000

Heather Hakos-Hruby	\$1,000
Tricia Kreitzer	\$ 400
Michelle Lowers	\$1,000
Michael Magri	\$1,000
John McCarthy	\$1,000
Michelle McSwigan	\$ 400
John Murphy	\$1,000
Michael Orsi	\$1,000
Dennis Sarchet	\$1,000
Joseph Villani	\$1,000
Diana Vitenas	\$1,000
Total:	\$16,000

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

Candace Bush	\$1,000
Linda Celli	\$2,000
Heather Hakos-Hruby	\$3,000
Michael Magri	\$1,000
Jeffrey Oestreich	\$1,000
Michael Orsi	\$1,000
Beth Smith	\$1,000
Nancy Stadler	\$3,000
Michael Turner	\$1,000
Total:	\$14,000

4. Elementary Teacher Stipends for First Semester

Meghan O'Brien	\$3,000
Lori DeMartino	\$2,000
Shannon Turner	\$4,000
Teresa Zimmerman	\$3,000
Total:	\$12,000
Total for all stipends:	\$56,000

IV. EXTRA DUTY

1. Spring Sports

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2015/2016 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Head Coach	Scott Crimone	\$4,010
	Asst. Varsity	Joe Aul	\$3,000
	Asst. Varsity	Michael Smith	\$1,500
	Assistant	William Theobald	\$1,500
	JV/Assistant	CJ Yurchak	\$2,200
	JV/Assistant	Kevin Madden	\$2,000
Softball	Head Coach	Mark Kaminski	\$4,700
	Assistant	Kristin Kaminski	\$3,270
	JV/Assistant	Ronald McMillen	\$3,270
	Middle School	Keith Buckley	\$2,970
	MS Assistant	William Brooks	\$2,660
Tennis (Boys)	Head Coach	David Bender	\$4,190
	Assistant	Robert Svidron	\$2,755
Track	Head Coach	Felix Yerace	\$6,250
	Assistant	Adam Mitchell	\$4,040
	Assistant	Randy McCann	\$4,040
	Assistant	Kaitlin Hogel	\$4,040
	Assistant	Jeff Sieg	\$4,040
	Middle School	Dennis Sarchet	\$3,275
	MS Assistant	Russell Klein	\$2,660
	MS Assistant	Sarah Hardner	\$2,660
	MS Assistant	Danielle Kandrack	\$2,660
Volleyball (Boys)	Head Coach	Matthew Donovan	\$4,190
	Assistant	Michael Mull	\$2,755

2. Volunteer Gymnastics Coach

The Administration recommends the approval of **Andrew Hall** as a volunteer coach for gymnastics, pending receipt of current clearances.

FINANCE REPORT

January 19, 2016

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A.	General Fund as of January 14, 2016 (Check No. 50337 – 50497)	\$694,895.95
B.	Risk Management as of January 14, 2016 (Check No. none)	\$ None
C.	Food Service Fund as of January 14, 2016 (Check No. 9049 – 9053)	\$4,917.19
D.	Athletics as of January 14, 2016 (Check No. 2015)	\$5,000.00
E.	Renovations as of January 14, 2016 (Check No. 1524 – 1525)	\$235,249.74
	Total	\$940,062.88

II. 2016/2017 PRELIMINARY BUDGET

The Administration recommends that the Board approve the 2016/2017 Preliminary Budget.

III. AMERICAN FUNDS' 529 COLLEGE SAVINGS PROGRAM

The Administration recommends that the Board approve the implementation of American Funds' 529 College Savings Program TM.

For Information Only

This will be of no cost to the District and its creation will waive the up-front sales fee of 5.75% per deposit to the employees.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 DECEMBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 27,655,388	\$ 25,940,542		\$ (1,714,846)
7000	State Revenue Sources	\$ 10,900,050	\$ 848,434		\$ (10,051,616)
8000	Federal Revenue Sources	\$ 422,147	\$ 67,899		\$ (354,248)
Total Revenue		\$ 38,977,585	\$ 26,856,875	\$ -	\$ (12,120,710)
Expenditures					
100	Salaries	\$ 15,494,762	\$ 5,606,811		\$ 9,887,951
200	Benefits Professional/Technical	\$ 9,358,336	\$ 3,727,256		\$ 5,631,081
300	Services	\$ 1,534,500	\$ 667,747		\$ 866,753
400	Property Services	\$ 1,238,812	\$ 766,548		\$ 472,264
500	Other Services	\$ 4,654,947	\$ 1,694,019		\$ 2,960,928
600	Supplies/Books	\$ 1,327,059	\$ 955,084		\$ 371,975
700	Equipment/Property	\$ 586,000	\$ 738,768		\$ (152,768)
800	Other Objects	\$ 888,169	\$ 359,151		\$ 529,018
900	Other Financial Uses	\$ 3,895,000	\$ 3,375,629		\$ 519,371
Total Expenditures		\$ 38,977,585	\$ 17,891,013	\$ -	\$ 21,086,572
Revenues exceeding Expenditures		\$ -	\$ 8,965,862	\$ -	\$ 8,965,862

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance	\$ 112,837.23	\$ 44,976.37
Deposits(General Fund transfer)	\$ 12,086.74	\$ 10,774.95
Subtotal	\$ 124,923.97	\$ 55,751.32
Expenditures	\$ 3,103.52	\$ 6,248.39
Cash Balance	\$ 121,820.45	\$ 49,502.93

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 DECEMBER ACTUAL	ANTICIPATED REVENUE PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 217,950		\$ (257,405)
7000	State Revenue Subsidy	\$ 87,647	\$ 8,132		\$ (79,515)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 142,614		\$ (242,545)
Total Revenue		\$ 948,161	\$ 368,695	\$ -	\$ (579,466)
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 347,018	\$ 152,569		\$ 194,449
200	Benefits	\$ 139,201	\$ 68,840		\$ 70,361
300	Professional/Technical Services	\$ 200	\$ 155		\$ 45
400	Property Services	\$ 8,750	\$ 20,599		\$ (11,849)
500	Other Services	\$ 2,725	\$ 785		\$ 1,940
600	Supplies/Food	\$ 438,206	\$ 137,875		\$ 300,331
700	Equipment/Property	\$ 1,000	\$ 5,027		\$ (4,027)
800	Other Objects	\$ -	\$ -		\$ -
900	Other Financial Uses	\$ -	\$ -		\$ -
Total Expenditures		\$ 937,100	\$ 385,849	\$ -	\$ 551,251
INCOME / (LOSS)		\$ 11,061	\$ (17,154)	\$ -	\$ (28,215)

IV. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2015

	<u>12/31/2015</u> <u>BALANCE</u>
GENERAL FUND	
FNB BANK	\$ 2,033,663
PAYROLL (pass-thru account)	\$ 6,331
FNB SWEEP ACCOUNT	\$ 6,390,493
PLGIT	\$ 7,244,933
PSDLAF	\$ 154,650
INVEST PROGRAM	\$ 170,855
	<u>\$ 16,000,925</u>
CAFETERIA FUND	
FNB BANK	\$ 148,114
PLGIT	\$ 364,858
	<u>\$ 512,972</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 683,924
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 1,510,551
	<u>\$ 2,194,475</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 383,593</u>
GRAND TOTAL	<u><u>\$ 19,091,965</u></u>

FACILITIES REPORT

January 16, 2016

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. KEYSTONE OAKS HIGH SCHOOL AUDITORIUM LIGHTING UPGRADE

The Administration recommends that the Board approve **Merit Electrical Group, Inc.** to supply and install the Keystone Oaks High School auditorium lighting at a cost not to exceed \$147,000.

II. STADIUM TURF

The Administration recommends that the Board approve **Shaw Sports Turf** to supply and install the turf at the Dormont Memorial Stadium at a cost not to exceed \$389,488.

For Information Only

The installation of the Turf includes the following:

- To supply and install turf
- Removal and disposal of existing turf and infill
- Re-grade of existing stone base
- To supply and install game field markings (football and soccer)
- End Zone Lettering
- Center Logo
- 8 year insured warranty
- Equipment to sweep the field

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 103.1

Section PROGRAMS

Title NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

Adopted _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p><u>Purpose</u></p> <p>The Board declares it to be the policy of this District to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.</p> <p>The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.</p> <p>The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.</p>	<p>Title 22 Sec. 4.4, 12.1. 12.4, 15.1 et seq. 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq. 28 CFR Part 35 34 CFR Part 104 Pol. 103</p>
-------------------------	--	--

<p>Section 2</p>	<p>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p>	
	<p>The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.</p>	
	<p>The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.</p>	
	<p><u>Definitions</u></p>	
	<p>Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.</p>	<p>Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>
<p>Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.</p>	<p>Title 22 Sec. 15.1 et seq. 34 CFR Part 104</p>	
<p>Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.</p>	<p>Title 22 Sec. 15.7</p>	
<p>Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.</p>	<p>Pol. 248</p>	

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

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

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

34 CFR Sec. 104.35

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

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

Service Agreement

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

Title 22 Sec. 15.7

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

Title 22 Sec. 15.7

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

Title 22 Sec. 15.5

Educational Programs/Nonacademic Services/Extracurricular Activities

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

Title 22 Sec. 15.3
34 CFR Sec. 104.34

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

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

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

Discipline

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

Parental Involvement

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

Confidentiality of Student Records

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

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

Pol. 218, 233

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

Title 22 Sec. 15.9
Pol. 216

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

Referral to Law Enforcement and Reporting Requirements

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

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

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

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

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

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

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

Title 22 Sec. 10.23,
15.7

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

SC 1303-A
Pol. 825

	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p>pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p> <p style="text-align: center;">Procedural Safeguards</p> <p>The District shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p> <p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p> <p><u>Parental Request for Assistance</u></p> <p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> 1. The District is not providing the related aids, services and accommodations specified in the student’s Service Agreement. 2. The District has failed to comply with the procedures and state regulations. <p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p>	<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p> <p>Title 22 Sec. 15.6</p> <p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 15.8</p>
--	--	--

	<p style="text-align: center;">POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the District for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the District shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p> <p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the District or parents/guardians are not resolved at the informal conference, the District or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p> <p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p> <p style="text-align: center;">Complaint Procedure</p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p>Step 1 – Reporting</p> <p>A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator</p>	<p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 14.162, 15.8</p> <p>Title 22 Sec. 15.8</p> <p>Pol. 103</p>
--	---	---

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

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

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

Step 2 – Investigation

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

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

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

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

Step 3 – Investigative Report

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

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

policy, and a recommended disposition of the complaint.

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

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

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

Appeal Procedure

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

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

The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

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

References:

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

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

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

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

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

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

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

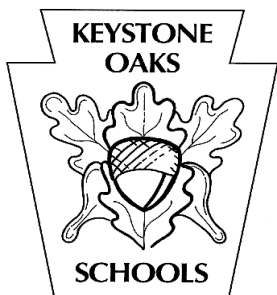
Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99

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

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

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 127

Section PROGRAMS

Title ASSESSMENT **SYSTEM** OF EDUCATIONAL PROGRAM

Adopted AUGUST 21, 1989

Revised MAY 18, 1998

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 127 ASSESSMENT SYSTEM OF EDUCATIONAL PROGRAM</p> <p><u>Purpose</u></p> <p>The Board recognizes its responsibility to develop and implement an assessment system that will determine the degree to which students are achieving academic standards and provide information for improving the educational program.</p> <p>The Board directs the Superintendent to develop and implement a strategic plan for the continuing qualitative assessment of the progress of the educational program toward the goals established by the Board and state regulations. To this end, he/she shall recommend such assessments and methods as may be indicated by generally accepted professional practice and best professional judgment.</p> <p>The Board establishes the following as the purposes for assessment of educational programs:</p> <ol style="list-style-type: none"> 1. To gather information about the quality of the district school programs; 2. To document that information in an annual report; and 3. To that information to improve school programs. 	<p>Title 22, Sec. 5.203</p>
------------------	---	-----------------------------

POLICY NO. 127		
ASSESSMENT SYSTEM OF EDUCATIONAL PROGRAM		
Section 2	<p><u>Authority</u></p> <p>The Board shall approve an assessment system for use in district schools to assess individual attainment of state and local academic standards, and to identify those students not attaining academic standards and provide assistance. The Board shall approve an assessment system at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.</p> <p>The Board reserves the right to review district local assessment measures and to approve those which serve a legitimate purpose without infringing upon the personal rights of the students or their parents/guardians.</p> <p>The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs as per the Keystone/PSSA administration manual. Parent/Guardian requests shall be submitted and a meeting scheduled to review the assessments at least two (2) weeks prior to the administration of state assessments if the assessments are available. The District shall ensure the security of the assessment documents.</p> <p>If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Superintendent stating the objection.</p> <p>The Board shall also grant parents the right to have their child excused from state assessments upon receipt, by the school district, of a written request from the parents.</p> <p>The results of any assessment may be released by the superintendent using district wide data, or by principals employing school data, but such data may not be traceable to individuals.</p> <p>The district shall submit to the Department of Education for approval the district assessment plan as a component of its strategic plan and provide all data required, including data from</p>	<p>Title 22 Sec. 4.12, 4.51, 4.52 Pol. 102</p> <p>Title 22 Sec. 4.52, 12.41</p> <p>Title 22, Sec. 5.231</p> <p>Title 22 Sec. 4.4</p> <p>Title 22, Sec. 3.21</p> <p>Title 22 Sec. 4.4</p>

POLICY NO. 127		
ASSESSMENT SYSTEM OF EDUCATIONAL PROGRAM		
	<p>the district assessment plan. Such data shall not include the student's name, identification number, or any individually identifiable number or any individually identifiable information and shall be provided when the Secretary of Education requires it.</p> <p>The Secretary of Education may develop tests or other assessment devices or contract for the development of one or more portions of the assessment devices and for related services necessary for the conduct of the assessment program</p>	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input and state regulations.</p> <p>The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations.</p> <p>The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.</p> <p>The Superintendent or designee shall annually recommend improvements in the educational program, curriculum, and instructional practices and staff based upon student assessment results the evaluation of the district's program.</p>	<p>Title 22 Sec. 4.12, 4.51, 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p>
Section 43	<p><u>Guidelines</u></p> <p>Parents/Guardians shall receive information regarding their student's state may obtain an explanation of the assessment results from qualified school personnel.</p>	<p>20 U.S.C. Sec. 6311 Pol. 140, 212</p>

	<p style="text-align: center;">POLICY NO. 127 ASSESSMENT SYSTEM OF EDUCATIONAL PROGRAM</p> <p>The District shall provide assistance to students in attaining academic standards and personal academic growth. The District shall inform students and parents/guardians about how to access such assistance.</p> <p>Students with disabilities and ELL (English Language Learner) students shall participate in assessments, with appropriate accommodations when necessary.</p> <p>The following types of assessments will be utilized to assist in measuring student achievement performance on local and state standards:</p> <ol style="list-style-type: none"> 1. Norm and criterion referenced assessments. 2. Formative and summative assessments. 3. Projects and performances. <ol style="list-style-type: none"> 1. Standardized Achievement Tests in Grades 2, 4, 6, 7, 9, and 10; and 2. Diagnostic and Performance Based Assessments including: <ul style="list-style-type: none"> ● Criterion Referenced Tests ● Demonstrations/Projects ● Experiments ● Portfolios 3. The Pennsylvania System of School Assessment for Reading and Mathematics in Grades 5, 8, and 11 and Writing in Grades 6 and 9. <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6311</p> <p>Board Policy – 102, 103.1, 113, 140, 212</p>	<p>Title 22 Sec. 4.52, 12.41</p> <p>Title 22 Sec. 4.51 Pol. 103.1, 113, 140</p>
--	---	---

Policy No. 711

Section PROPERTY

Policy Guide



Title NAMING RIGHTS

Adopted JANUARY 27, 2011

Revised _____

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

**POLICY NO. 711
NAMING RIGHTS**

business enterprise, institution of learning, or person(s).

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

~~The Keystone Oaks School District (KOSD) recognizes that the official names of its facilities are vital to their public image. Therefore, when selecting names for facilities, the Board will consider the honor, integrity, dignity and status that the name will reflect upon the school or facility.~~

~~Further, the Board may seek to honor or memorialize outstanding individuals or private corporations who have made substantial contributions to the School District in a long-lasting, meaningful way by providing opportunities for the naming of facilities and components of facilities.~~

Requests for Naming Rights consideration shall be submitted to the Superintendent. Submitted applications will be reviewed by the Building, Grounds, and Transportation a Committee appointed by the Superintendent. The Naming Rights Committee will make recommendations to the elected Board of School Directors for approval/modification/rejection. The Superintendent may also make the recommendation to the Board. Granting of naming rights shall require a majority vote of the full board, which will be five (5) votes. The motion to grant naming rights must pass at two (2) subsequent Business/Legislative meetings of the Board. The naming right request will be posted for public comment for up to 45 days.

Section 4

Guidelines

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

Naming Rights in Consideration

“Naming Rights In Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the District of an appropriate financial contribution or sponsorship, including provision or supply of equipment,

**POLICY NO. 711
NAMING RIGHTS**

materials, land or services. Any financial contribution will be applied to the general fund and will not be limited to a specific area of operation in the District.

Naming Rights in Recognition

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

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

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

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

Granting Naming Rights

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

Any and all entitlements and attributions granted in conjunction

**POLICY NO. 711
NAMING RIGHTS**

with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on school district property.

Any permanent or nonpermanent fixtures shall become the sole property of the Keystone Oaks School District. The granting of naming rights must always be consistent with Keystone Oaks School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered.

For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. The Board reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

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

Transferability

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

**POLICY NO. 711
NAMING RIGHTS**

rights.

Limit of Naming Rights

On the Part of the District

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

On the Part of the Named Party

The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the parties. The District will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the district's mission and purpose, statutory obligations, or the local authority of the Keystone Oaks Board of School Directors.

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

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

Early Termination of Naming Rights

Termination by the District

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

Termination by the Named Party

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

**POLICY NO. 711
NAMING RIGHTS**

School Directors.

Therefore, the Board authorizes the following guidelines for administering the naming of new buildings, existing facilities, or parts of facilities:

1. ~~Financial contributions to KOSD shall not impact, restrict, or limit the Board's ability to purchase, sell or trade property and award contracts in the best interest of the District pursuant to the Public School Code.~~
2. ~~The person or entity for whom a gift is named must be a well-respected individual or entity whose name will lend dignity and status to the school or facility. The Board reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime or otherwise falls into disrepute to the extent that it brings disgrace upon the District.~~
3. ~~The Board reserves the right to name all new buildings that are constructed or purchased. The name for any new facility must be approved by the Board by a majority vote.~~
4. ~~No dedicatory ceremonies for any facility are to take place until written approval has been received from the Board.~~
5. ~~If the School Administration or community organization desires to establish a process for placing memorial displays in a school, a committee representing the Administration, faculty and community must be formed to select any names to be considered.~~
6. ~~Unless approved by the Board, no District funds are to be allocated for the purchase of memorial plaques or similar recognitions. Installation of any kind of memorabilia must be accomplished either by or under the direction of the Board.~~
7. ~~In all cases of naming a facility or component thereof, a plaque may be located in the facility, giving the full name and a brief biography of the person or private~~

**POLICY NO. 711
NAMING RIGHTS**

~~corporation. The location of the donor name shall be approved by the Board with an intention to locate it within the interior of the named facility or in close proximity to the named component thereof.~~

1.

Section 5

Specific Guidelines for Naming of Facilities after Benefactors

- ~~1. Non-profit organizations may discuss naming opportunities with prospective benefactors. However, no commitments or promises shall be made to name prospective benefactors with regard to naming rights or specific dollar amounts needed for naming opportunity until the Board issues written preapproval regarding a specific facility, naming rights or a required dollar amount.~~
- ~~2. The naming of existing facilities or components thereof may be considered when a sizable donation is made to the Keystone Oaks School District. Factors such as the degree of visibility and size of the facility or component thereof shall be considerations in making the above determination.~~
- ~~3. Irrevocable trusts made through deferred giving instruments may also be considered for naming existing or new facilities.~~
- ~~4. Private corporations approved for naming rights for any facility shall be in effect for a maximum period as determined by the agreement, unless said corporation is liquidated within the period in which event the corporation will forfeit its naming rights.~~

Section 6

Specific Guidelines for Naming of Facilities after Individuals

- ~~1. Special requests to name facilities in honor of persons who have made a significant contribution to the educational system or community of the Keystone Oaks School District, specifically to its educational programs, will be considered by the Board.~~
- ~~2. The Keystone Oaks School District reserves the right to~~

**POLICY NO. 711
NAMING RIGHTS**

~~limit nominations to individuals or entities whose representation is consistent with the School District's mission to provide public education to its students in accordance with the provisions of law and as set forth elsewhere in these policies. The Board reserves the right to change the name of any facility if the individual or entity for whom it is named develops a reputation inconsistent with these guidelines or should the Board otherwise feel it necessary to do so to avoid the School District being brought into disrepute. The Board reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime to the extent that it brings disgrace upon the District without reimbursement.~~

- ~~3. Existing facilities named for persons of honor in the Keystone Oaks School District shall remain perpetual (as of BOARD ACTION DATE) unless changed in accordance with these guidelines~~

~~Contributions may be tax deductible. Applicants should seek advisement from their accountant or attorney or professional advisor.~~

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 920

Section COMMUNITY

Title COMMERCIAL ADVERTISING ON SCHOOL PROPERTY/WEBSITE

Adopted _____

Revised _____

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

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

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

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

Pol. 711

Section 3

Guidelines

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

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

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

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

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

Pol. 227, 250

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

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

Section 4

Delegation of Responsibility

It is the responsibility of the Administration to:

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

References:

School Code – 24 P.S. Sec. 510

Board Policy – 227, 250, 711