



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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**THURSDAY, JUNE 25, 2015**  
**7:00 PM**

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

**June 25, 2015 – Business/Legislative Meeting**

**7:00 PM Meeting**

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

**August 11, 2015 –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 25, 2015

Ms. Patricia Ann Shaw

## BOARD ACTION REQUESTED

### I. 2015/2016 BOARD MEETING DATES

It is recommended that the Board approve the following meeting dates for the 2015/2016 school year:

August 11, 2015	Work Session
August 18	Business/Legislative Meeting
September 8	Work Session
September 15	Business/Legislative Meeting
October 13	Work Session
October 20	Business/Legislative Meeting
November 10	Work Session
November 17	Business/Legislative Meeting
December 1	Reorganization Meeting
December 8	Work Session
December 15	Business/Legislative Meeting
January 12, 2016	Work Session
January 19	Business/Legislative Meeting
February 9	Work Session
February 16	Business/Legislative Meeting
March 8	Work Session
March 15	Business/Legislative Meeting
April 12	Work Session
April 19	Business/Legislative Meeting
May 10	Work Session
May 17	Business/Legislative Meeting
June 14	Work Session
June 21	Business/Legislative Meeting

## **II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2015/2016**

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2015/2016 school year subject to retroactive approval by the Board.

## **III. SUPERINTENDENT'S COMPENSATION 2015/2016**

In compliance with the *Superintendent Contract*, it is recommended that the Board approve the 2015/2016 salary of \$136,750 for **William P. Stropkaj, Ed.D.**, effective July 1, 2015.

## **IV. BOARD MINUTES**

It is recommended that the Board approve the Special Voting Minutes of May 19, 2015, Work Session Minutes of May 19, 2015 and the Business/Legislative Minutes of May 28, 2015.

## **FOR INFORMATION ONLY**

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

## **VIII. EXECUTIVE SESSION**

# SUPERINTENDENT'S REPORT

June 25, 2015

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. RESIGNATION OF DIRECTOR OF FISCAL SERVICES

It is recommended that the Board accept the letter of resignation from **Eric A. Brandenburg**, Director of Fiscal Services, effective July 31, 2015.

### II. ADMINISTRATOR-AT-LARGE

It is recommended that the Board approve **D. Scott Hagy**, Keystone Oaks High School Principal, as an Administrator-at-large, effective July 1, 2015 through September 21, 2015.

### III. ELIMINATION OF DISTRICT RECEPTIONIST/AESOP COORDINATOR

In compliance with **Board Policy No. 511 – Classified Employees: *Suspensions or Furloughs, Section 4 – Guidelines***, the Administration recommends that the Board approve the elimination of the District Receptionist/AESOP Coordinator, effective June 30, 2015.

### IV. CREATION OF SUPERVISOR OF SPECIAL EDUCATION POSITION

In compliance with **Board Policy No. 301 – *Creating a Positon***, it is recommended that the Board approve the position of Supervisor of Special Education.

### V. EMPLOYMENT OF SUPERVISOR OF SPECIAL EDUCATION

It is recommended that the Board approve **Desiree Burns** as Supervisor of Special Education, at a starting salary of \$80,000, effective July 1, 2015. Ms. Burn's employment is in compliance with the **Act 93 Administrative Employees Compensation and Performance Plan, July 1, 2014 through June 30, 2016**.

### VI. EMPLOYMENT OF HIGH SCHOOL PRINCIPAL

It is recommended that the Board approve **Keith Hartbauer** as the Keystone Oaks High School Principal, at a starting salary of \$102,000, effective July 1, 2015. Mr. Hartbauer's employment is in compliance with the **Act 93 Administrative Employees Compensation and Performance Plan, July 1, 2014 through June 30, 2016**.

**VII. ADMINISTRATIVE TEAM COMPENSATION 2015/2016**

In compliance with each of the Administrative Team’s individual contracts, it is recommended that the Board approve the following compensation for the 2015/2016 school year, effective July 1, 2015:

<u>Name</u>	<u>Position</u>	<u>2015/2016 Salary</u>
<b>Eric Brandenburg</b>	Director of Fiscal Services	\$103,477
<b>Aaron Smith</b>	Director of Technology	\$74,263
<b>Christopher Swickline</b>	Director of Facilities & Transportation	\$69,697
<b>D. Kevin Lloyd</b>	Director of Food Service	\$58,350
<b>Sarah Welch</b>	Coordinator of Communications and Public Relations	\$62,100
<b>Justin Talbert</b>	Systems Administrator	\$51,500
<b>Carol Persin</b>	Technology Integrations Specialist	\$41,200
<b>John Bruner</b>	School Resource Officer	\$65,000
<b>Beth Ann Padden</b>	School Security Monitor	\$31,623
<b>William Neuman</b>	Head Custodian/Dormont	\$47,530
<b>Charmaine Masztak</b>	Administrative Assistant	\$71,793
<b>Karen Wong</b>	Administrative Assistant	\$38,625

**VIII. SECOND READING OF POLICY NO: 213: ASSESSMENT OF STUDENT PROGRESS**

It is recommended that the Board approve the SECOND READING of Policy No. 213: *Assessment of Student Progress.*

**IX. SECOND READING OF POLICY NO: 218: STUDENT DISCIPLINE**

It is recommended that the Board approve the SECOND READING of Policy No. 218: *Student Discipline.*

**X. SECOND READING OF POLICY NO: 227:  
CONTROLLED SUBSTANCES/PARAPHERNALIA**

It is recommended that the Board approve the SECOND READING of Policy No. 227:  
*Controlled Substances/Paraphernalia.*

**XI. SECOND READING OF POLICY NO: 250: WEAPONS**

It is recommended that the Board approve the SECOND READING of Policy No. 250:  
*Weapons.*

**XII. SECOND READING OF POLICY NO: 251: TERRORISTIC THREATS**

It is recommended that the Board approve the SECOND READING of Policy No. 251:  
*Terroristic Threats.*

**XIII. PROFESSIONAL DEVELOPMENT**

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

<b>Suzanne Lochie</b>	Recognizing & Reporting Child Abuse <i>Train-the-Trainer Program</i> Pressley Ridge Pittsburgh, PA July 16-17, 2015	\$1,000.00      (General Funds)
<b>John Bruner</b>	National Association of School Resource Officers Orlando, FL July 5-12, 2015	\$1,470.00

# PUPIL PERSONNEL REPORT

June 25, 2015

Dr. Kathleen Foster

## **BOARD ACTION REQUESTED**

### **I. SERVICE AGREEMENT WITH THE WATSON INSTITUTE**

The Administration recommends that the Board approve the *Service Agreement with DT Watson Institute* for consultation for autistic support at the elementary and the secondary levels and for community based instruction as needed basis for the 2015/2016 school year.

#### **For Information Only**

The fee for consultation services will be:

\$824.00 per full day (8 consecutive hours)  
\$505.00 per half-day (4 consecutive hours)

The fee for community based instruction will be:

\$581.00 per full day  
\$309.00 per half day

### **II. ALLEGHENY INTERMEDIATE UNIT – EDUCATIONAL SERVICES AGREEMENT 2015/2016**

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Educational Services Agreement* for the 2015/2016 school year.

#### **For Information Only**

This agreement reflects special education and Pupil Personnel services if and when these services would be incurred (e.g. hearing impaired teacher, occupation therapist, etc.).



# **COMMUNICATIONS REPORT**

**June 25, 2015**

**Ms. Neely Crowell, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. SCHOOL PHOTOGRAPHER**

It is recommended that the Board approve \_\_\_\_\_ as the Keystone Oaks School District photographer for the 2015/2016 and 2016/2017 school years.

# PERSONNEL REPORT

June 25, 2015

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

#### A. Professional Employee

It is recommended that the Board accept the letter of resignation from **Christie Bengele**, Kindergarten teacher, Dormont Elementary School, effective June 12, 2015.

#### B. Classified Employees

1. It is recommended that the Board accept the letter of resignation from **Dawn Natto**, Assistant Food Service Manager, effective June 26, 2015.
2. It is recommended that the Board accept the letter of resignation from **Dolores Welding**, Food Service Worker, effective June 10, 2015.

### II. MENTOR TEACHERS

In compliance with the Keystone Oaks Education Association Agreement 2011-2016, Article XXXVIII – Mentor Teachers, it is recommended that the following teachers be approved and receive payment of \$725 in accordance with this Article for the 2014/2015 school year:

#### Mentor

**Jennifer Harke**  
**Heather Hruby**  
**Deborah Leonard**  
**Amy Longo**  
**Mary Ann Lucas**  
**William Opperman**

#### Teacher

**Zachery Whitfield**  
**Nancy Stadler**  
**Christina Thomas**  
**Kim Gray**  
**Andrew Bell**  
**Jessica Clegg**

### III. LEAVES OF ABSENCE

1. It is recommended that the Board approve a leave of absence for **Nicole Kochanski**, Autistic Support teacher, Keystone Oaks High School, effective August 19, 2015 with a return date of December 23, 2015.

2. It is recommended that the Board approve a leave of absence for **Dena DeChellis**, Learning Support teacher, Keystone Oaks High School, effective October 5, 2015 with a return date of February 1, 2016.

#### IV. EXTRA DUTY APPOINTMENTS

##### A. Approval of Activities - Sponsors and Stipends

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

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Cross Country</b>	Head Coach	<b>Kaitlin Hogel</b>	\$4,190
	Assistant	<b>Sarah Hardner</b>	\$1,480
	Assistant	<b>Judy Fritz</b>	\$1,480
<b>Football</b>	Head Coach	<b>Greg Perry</b>	\$8,310
	Asst. Varsity	<b>Joe Klipa</b>	\$4,505
	Asst. Varsity	<b>Steve McCormick</b>	\$4,505
	Asst. Varsity	<b>Russ Klein</b>	\$4,505
	Asst. Varsity	<b>Jim Feeney</b>	\$4,505
	Asst. Varsity	<b>Jeff Sieg</b>	\$4,505
	JV	<b>Dale Klobuchir</b>	\$3,585
	JV Assistant	<b>Paul Jankowiak</b>	\$3,275
	Middle School	<b>Marco Canello</b>	\$3,275
	Middle School	<b>Kobe Phillipi</b>	\$3,275
	Middle School	<b>Joe Villani</b>	\$3,275
Middle School	<b>Dion Wiegand</b>	\$3,275	
<b>Golf</b>	Head Coach	<b>Shane Rice</b>	\$4,190
	Assistant	<b>Dennis Sarchet</b>	\$2,755
<b>Soccer (Boys)</b>	Head Coach	<b>Sotiri Tsourekis</b>	\$4,700
	Assistant	<b>James Wisniewski</b>	\$3,270
	Assistant	<b>John Bruner</b>	\$3,270
	Middle School	<b>Keith Buckley</b>	\$2,970
	MS Assistant	<b>Emily Doyle</b>	\$2,660
<b>Soccer (Girls)</b>	Head Coach	<b>Danielle Kandrack</b>	\$4,700
	Assistant	<b>Mike Kandrack</b>	\$3,270
	Middle School	<b>Jennifer Luciew</b>	\$2,970
	MS Assistant	<b>Ali Barry</b>	\$2,660
<b>Swimming</b>	MS Head Coach	<b>Bill Straw</b>	\$3,280

<b>Volleyball (Girls)</b>	Head Coach	<b>Ben Van Balen</b>	\$4,190
	Assistant	<b>Travis Mitro</b>	\$2,755
	Middle School	<b>Emily Brill</b>	\$2,455
	MS Assistant	<b>Hope Muno</b>	\$2,250

**B. Post Season Coaching Stipend**

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVIII, Athletic Positions and Compensation**, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50 per week.

<u>Sport</u>	<u>Name</u>	<u>Stipend</u>
Tennis (Boys)	<b>David Bender</b>	\$100
	<b>Robert Svidron</b>	\$100
Varsity Baseball	<b>Scott Crimone</b>	\$150
	<b>Joseph Aul</b>	\$150
	<b>Michael Smith</b>	\$150
Track	<b>Felix Yerace</b>	\$150
	<b>Jeff Sieg</b>	\$150
	<b>Randall McCann</b>	\$150
Volleyball (Boys)	<b>Matthew Donavan</b>	\$50
	<b>Tamara Veneski</b>	\$50

**C. Faculty Manager**

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVIII, Athletic Positions and Compensation**, it is recommended that the Board approve the following individual as the Faculty Manager, effective July 1, 2015:

<u>Name</u>	<u>Stipend</u>
<b>John McCarthy</b>	\$4,670

# FINANCE REPORT

June 25, 2015

Mr. Daniel Domalik, 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 June 22, 2015 (Check No. 46590 – 46767)	\$684,697.78
B. Risk Management as of June 22, 2015 (Check No. 1113 – 1116)	\$2,444.21
C. Food Service Fund as of June 22, 2015 (Check No. 4304 – 4321)	\$59,369.22
D. Athletics as of June 22, 2015 (Check No. 1489 – 1494)	\$670.92
E. Renovations as of June 22, 2015 (Check No. 1008)	\$18,397.00
<b>TOTAL</b>	<b>\$765,579.13</b>

### II. UNENCUMBERED FUND BALANCE

The Administration recommends the Board to authorize the transfer of the unencumbered fund balance of \$1,100,000 for capital reserve fund improvements or deferred maintenance.

### III. INVESTMENTS

It is recommended that in accordance with *Board Policy No. 005 – Local Board Procedures – 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)
- PNC Bank
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer's Department)

#### IV. BANKING

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

- **First National Bank**           Activities and Athletic Funds  
  Food Service  
  Payroll  
  General Fund  
  Sinking Fund  
  Capital Expenditure Fund  
  Tax Appeal Escrow Account  
  *Others as approved by the School Board*
  
- **PNC Bank**                     Activities and Athletic Funds  
  (Will terminate after         Food Service  
  post-audit)                     Payroll  
  General Fund  
  Sinking Fund  
  Capital Expenditure Fund  
  Tax Appeal Escrow Account

#### V. DISTRICT INSURANCE POLICIES

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

- Granite State Insurance Company (Commercial Package)         \$114,861.00
- Highmark (Workers’ Compensation)                                 \$121,125.00
- Old Republic Insurance Company (Educators’ Legal Liability)   \$30,427.00
- American Alternative Insurance Company (Excess Liability)     \$20,542.00
- Chartis (Accident)   \$2,867.00
- PSBA/ACE/West Chester (Cyber Liability)                             \$5,976.00
- National Casualty Company (Law Enforcement Liability)         \$2,000.00

#### VI. CURRENT ACT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5/per working individual); earned income tax (0.5%); and real estate transfer tax (0.5%).

**VII. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION**

It is recommended that the Board approve annual membership in the *Pennsylvania School Boards Association* for the 2015/2016 school year in the amount of \$12,847.67.

**VIII. PRICE INCREASE FOR 2015/2016 BREAKFAST AND LUNCH**

The Administration recommends the following price increase for the 2015/2016 school year for breakfast and lunch:

	<u>Increase</u>	<u>2015/2016 Cost</u>
Elementary Breakfast	\$0.05	\$1.15
Elementary Lunch	\$0.15	\$2.25
Secondary Breakfast	\$0.05	\$1.25
Secondary Lunch	\$0.15	\$2.35

**IX. FIRST NATIONAL BANK SOLUTIONS PURCHASING CARD**

It is recommended that the Board approve First National Bank Solutions Purchasing Card with a transaction limit not to exceed \$500,000.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 11 MONTH MAY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 26,889,445	\$ 27,452,529	\$ 27,536,816	\$ 647,371
7000	State Revenue Sources	\$ 10,281,927	\$ 7,283,943	\$ 10,287,423	\$ 5,496
8000	Federal Revenue Sources	\$ 442,155	\$ 357,722	\$ 425,132	\$ (17,023)
<b>Total Revenue</b>		<b>\$ 37,613,527</b>	<b>\$ 35,094,193</b>	<b>\$ 38,193,491</b>	<b>\$ 635,844</b>
					(OVER) UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 15,192,379	\$ 12,000,169	\$ 15,229,277	\$ (36,898)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 7,077,304	\$ 8,420,078	\$ 51,326
300	Services	\$ 1,376,005	\$ 1,281,870	\$ 1,506,945	\$ (130,940)
400	Property Services	\$ 1,333,191	\$ 1,191,658	\$ 1,288,240	\$ 44,951
500	Other Services	\$ 4,721,747	\$ 3,956,902	\$ 4,666,274	\$ 55,473
600	Supplies/Books	\$ 1,217,885	\$ 1,216,462	\$ 1,237,908	\$ (20,023)
700	Equipment/Property	\$ 202,100	\$ 154,867	\$ 190,957	\$ 11,143
800	Other Objects	\$ 993,796	\$ 937,807	\$ 946,056	\$ 47,740
900	Other Financial Uses	\$ 4,086,200	\$ 4,078,700	\$ 4,097,699	\$ (11,499)
<b>Total Expenditures</b>		<b>\$ 37,594,707</b>	<b>\$ 31,895,739</b>	<b>\$ 37,583,434</b>	<b>\$ 11,273</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ 18,820</b>	<b>\$ 3,198,455</b>	<b>\$ 665,937</b>	<b>\$ 647,117</b>



**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
MAY 31, 2015**

	<b>4/30/2015</b>					<b>5/31/2015</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>		<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>		<b>BALANCE</b>
<b>GENERAL FUND</b>						
PNC BANK	\$ 377,406	\$ 2,566,697	\$ (2,378,364)	\$ -		\$ 565,739
PAYROLL (pass-thru account)	\$ 23,741	\$ 891,389	\$ (837,613)			\$ 77,517
PLGIT	\$ 10,130,034	\$ 284,663	\$ (1,850,000)	\$ 6		\$ 8,564,703
PSDLAF	\$ 154,635		\$ -	\$ 2		\$ 154,637
INVEST PTOGRAM	\$ 170,784			\$ 7		\$ 170,791
	\$ 10,856,599	\$ 3,742,749	\$ (5,065,977)	\$ 15		\$ 9,533,387
<b>CAFETERIA FUND</b>						
PNC BANK	\$ 46,154	\$ 175,544	\$ (47,867)			\$ 173,831
PLGIT	\$ 311,349	\$ 83,528	\$ (135,898)	\$ 3		\$ 258,982
	\$ 357,503	\$ 259,072	\$ (183,765)	\$ 3		\$ 432,813
<b>CONSTRUCT FUND / CAP RES</b>						
PNC BANK	\$ 3,080,813	\$ -	\$ (7,026)	\$ 24		\$ 3,073,811
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,589	\$ 248,000	\$ (248,000)	\$ 296		\$ 3,503,885
	\$ 6,584,402	\$ 248,000	\$ (255,026)	\$ 321		\$ 6,577,696
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>						
PNC BANK	\$ 937,691	\$ -	\$ (3,686)	\$ 7		\$ 934,013
<b>GRAND TOTAL</b>	<b>\$ 18,736,195</b>	<b>\$ 4,249,821</b>	<b>\$ (5,508,453)</b>	<b>\$ 346</b>		<b>\$ 17,477,908</b>

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2015**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
<b>Cash Balance as of April 30, 2015</b>	\$ 109,133.21	\$ 61,665.42
<b>Deposits (General Fund Transfer)</b>	\$ 22,412.28	\$ 76.18
<b>Subtotal</b>	\$ 131,545.49	\$ 61,741.60
<b>Expenditures</b>	\$ 15,109.52	\$ 6,000.15
<b>Cash Balance as of May 31, 2015</b>	\$ 116,435.97	\$ 55,741.45

**IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL**

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 11 MONTH MAY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 432,654	\$ 459,500	\$ (15,855)
7000	State Revenue Subsidy	\$ 87,647	\$ 22,760	\$ 77,771	\$ (9,876)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 317,216	\$ 362,361	\$ (22,798)
<b>Total Revenue</b>		<b>\$ 948,161</b>	<b>\$ 772,630</b>	<b>\$ 899,632</b>	<b>\$ (48,529)</b>
					(OVER) UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 347,018	\$ 315,696	\$ 346,310	\$ 708
200	Benefits Professional/Technical	\$ 139,201	\$ 122,921	\$ 134,822	\$ 4,379
300	Services	\$ 200	\$ 1,434	\$ 1,500	\$ (1,300)
400	Property Services	\$ 8,750	\$ 5,076	\$ 5,964	\$ 2,786
500	Other Services	\$ 2,725	\$ 1,796	\$ 1,803	\$ 922
600	Supplies/Food	\$ 438,206	\$ 348,344	\$ 387,829	\$ 50,377
700	Equipment/Property	\$ 1,000	\$ 2,134	\$ 2,135	\$ (1,135)
800	Other Objects	\$ -	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		<b>\$ 937,100</b>	<b>\$ 797,402</b>	<b>\$ 880,363</b>	<b>\$ 56,737</b>
<b>INCOME / (LOSS)</b>		<b>\$ 11,061</b>	<b>\$ (24,771)</b>	<b>\$ 19,269</b>	<b>\$ (8,208)</b>

# **FACILITIES REPORT**

**June 25, 2015**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. UPGRADE TO STAGE LIGHTING**

The Administration recommends the approval of CJL Engineering to design and prepare all bid specifications for the upgrade to the stage lighting. The compensation for the electrical design and construction administration services shall be a fixed fee of \$12,500.

### **II. DISTRICT REPAIRS – HEATING, VENTILATION, AIR-CONDITIONING**

It is recommended that the Board approve the repair and upgrade to the District heating, ventilation, and air-conditioning mechanical and controls equipment at Aiken Elementary, Dormont Elementary, Myrtle Elementary, and the Middle School as per the Investment Grade Audit conducted by Schneider Electric at a cost not to exceed \$3,684,805.

#### **For Information Only**

The base price of this project is \$3,414,488 which will include the penthouse air handling units, building automation systems, pneumatic controls, variable frequency drives and thermal expansion valves. Alternate options include replacing the domestic hot water systems at the Middle School and Myrtle Elementary at a cost of \$226,307 and penthouse air handling unit mechanical services at all four buildings at a cost of \$44,010.

### **III. PURCHASE OF VAN – FOOD SERVICE & FACILITIES DEPARTMENTS' USE**

It is recommended that the Board approve the purchase of a 2015 Chevrolet City Express van at a cost of \$21,267.

#### **For Information Only**

This van will be used by the Food Service Department and the Facilities Department. The price reflects a Costars selling price.

### **IV. FOOD SERVICE EQUIPMENT**

It is recommended that the Board authorize the purchase of the following equipment for the Food Service Department:

• Two (2) Combi Ovens @ \$20,276 each	\$40,552.00
• One (1) Tilting Skillet, Gas (30 gallon capacity)	\$13,590.00
Total	\$54,142.00

**V. GA-GA PIT**

It is recommended that the Board purchase materials for the construction of a Ga-Ga Pit at Aiken Elementary School. The amount for the material is not to exceed \$800, and will go toward the purchase of wood and other items needed for the Ga-Ga Pit.

**For Information Only**

Labor is being donated to the project by **David Domalik**, a Keystone Oaks High School student and a candidate for Eagle Scout, Troop #834, who will oversee the installation as part of his pursuit of an Eagle Scout badge.

**VI. SUMMER WORK PROGRAM**

The Administration recommends the following individuals be approved to work for the *Summer Work Program* (pending receipt of all legal documents and clearances):

<b><u>NAME</u></b>	<b><u>RATE/HOUR</u></b>	<b><u>YEARS WITH DISTRICT</u></b>
<b>Khrisna Chhetri</b>	\$7.75	3
<b>Josh Gulden</b>	\$7.75	3
<b>Nirpa Tamang</b>	\$7.75	3
<b>Surya Kafle</b>	\$7.75	3
<b>Maryah Agurs</b>	\$7.50	2
<b>Susma Khadka</b>	\$7.50	2
<b>Dominic Agurs</b>	\$7.25	1
<b>Thomas Herzer</b>	\$7.25	1
<b>Paul Feeney</b>	\$7.25	1
<b>James Canello</b>	\$7.25	1
<b>Mike Orosz</b>	\$7.25	1

<b>Nabin Kadariya</b>	\$7.25	1
<b>Nick Mastandrea</b>	\$7.25	1
<b>Panchu Gurung</b>	\$7.25	1
<b>Ram Wagley</b>	\$7.25	1
<b>Laxman Wagley</b>	\$7.25	1
<b>Jeena Thapa</b>	\$7.25	1
<b>Ariata Thapa</b>	\$7.25	1
<b>Kopila Thapa</b>	\$7.25	1
<b>Bhawana Chhetri</b>	\$7.25	1

**VII. CHANGE ORDER FOR MYRTLE ELEMENTARY SCHOOL IMPROVEMENT PROJECT**

It is recommended that the Board approve a change order for the Myrtle Elementary gymnasium drainage pipe located on the outside of the building, adjacent to the playground, underneath the rear gymnasium sidewalk that is being currently replaced as part of the improvement project.

**VIII. REPLACEMENT OF DOMESTIC HOT WATER SYSTEM – KO MIDDLE SCHOOL**

It is recommended that the Board approve the replacement of the domestic hot water system at the Keystone Oaks Middle School at a cost not to exceed \$94,500.

**IX. REPLACEMENT OF DOMESTIC HOT WATER SYSTEM – MYRTLE ELEMENTARY**

It is recommended that the Board approve the replacement of the domestic hot water system at Myrtle Avenue Elementary School at a cost not to exceed \$59,900.

**X. REPAIR OF BRICKWORK AT AIKEN ELEMENTARY SCHOOL**

It is recommended that the Board approve the repair of the brickwork at Aiken Elementary School. The cost will be determined per NIRA Consulting Engineers’ review.

**For Information Only**

This loose brickwork was noted during the removal of the sidewalk.

# **TECHNOLOGY REPORT**

**June 15, 2015**

**Mr. Donald Howard, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. PURCHASE OF COMPUTERS**

As per the 2015/2016 approved budget amount of \$365,000, it is recommended that the Board approve the purchase of computers for the staff, students and teachers from Computer Centerline.

#### **For Information Only**

Computer Centerline is a member of CoStars.

# ACTIVITIES & ATHLETICS REPORT

June 25, 2015

Mr. Robert Brownlee, Chairperson

## BOARD ACTION REQUESTED

### I. WINTER ATHLETIC BIDS

It is recommended that the Board approve the following winter athletic bids as presented:

<u>Name of Company</u>	<u>Amount</u>
B & R Pools & Swim Shop	\$193.00
Century Sports Inc.	\$18,019.46
Natale Sporting Goods	\$817.31
Passon's Sports	\$10,889.84
<b>TOTAL</b>	<b>\$29,919.61</b>

### II. SPRING ATHLETIC BIDS

It is recommended that the Board approve the following spring athletic bids as presented:

<u>Name of Company</u>	<u>Amount</u>
Aluminum Athletic Equipment Co	\$1,105.00
Century Sports Inc.	\$16,738.87
M – F Athletic Company	\$299.00
Natale Sporting Goods	\$1,187.00
Passon's Sports	\$541.68
<b>TOTAL</b>	<b>\$19,871.55</b>

# Policy Guide



Policy No. 213

Section PUPILS

Title ASSESSMENT OF STUDENT  
PROGRESS

Adopted AUGUST 21 1989

Revised DECEMBER 4, 2008;  
JUNE 28, 1999

POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that a system of assessing student achievement can help the students, teachers and parents/guardians to understand and evaluate <del>ab</del>etter assess the student's progress toward <del>personal</del> educational goals and the Pennsylvania Core standards.</p>	
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>Assessment</b> shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to:</p> <ol style="list-style-type: none"> <li>a. Determine a student's attainment of established academic standards.</li> <li>b. Learn the student's strengths and weaknesses.</li> <li>c. Plan an educational or vocational future for the student in areas of the greatest potential for success.</li> <li>d. Know where remedial work is required.</li> </ol> <p><del>Grading shall be that system of measuring and recording student progress and achievement which enables the student, parent and teachers to:</del></p>	Title 22 Sec. 4.11



<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 213</b> <b>ASSESSMENT OF STUDENT PROGRESS</b></p> <p><del>a. Learn the student's strengths and weaknesses;</del></p> <p><del>b. Plan an educational and vocational future for the student in areas of the greatest potential for success; and</del></p> <p><del>c. Know where remedial work is required.</del></p> <p>Such <del>assessment</del><del>grades</del> shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.</p> <p><b><u>Authority</u></b></p> <p>The Board directs that the instructional program of this District include a system of assessing <del>for all pupils which is consistent with the goals of the District and the regulations of the State Board</del> students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.</p> <p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p> <p>The district's assessment system shall include a variety of assessment strategies which may include:</p> <ul style="list-style-type: none"> <li>a. Written work by students.</li> <li>b. Scientific experiments conducted by students.</li> <li>c. Works of art or musical, theatrical or dance performance by students.</li> <li>d. Demonstrations, performances, products or projects by students related to specific academic standards.</li> <li>e. Examinations developed by teachers to assess specific academic standards.</li> <li>f. Nationally or state available achievement tests.</li> </ul>	<p>SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p>
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**POLICY NO. 213  
ASSESSMENT OF STUDENT PROGRESS**

- g. Diagnostic assessments.
- h. Evaluations of portfolios of student work related to achievement of academic standards.
- i. Other measures, as appropriate, which may include standardized tests.

**Section 3**

**Delegation of Responsibility**

The Superintendent or designee shall develop assessment procedures which include the following:

- a. Each student should know the teacher's expectations ~~and achievements that are expected~~ at the outset of any course of study.;
- b. Each student ~~shall~~ ~~should~~ be kept informed of his/her ~~personal~~ progress during the course of a unit of study.;
- c. Methods of assessing shall be appropriate to the course of study and the maturity of students.;
- d. Assessment should objectively evaluate and reward students for their efforts.;
- e. Students should be encouraged to assess their own achievements.;
- f. All assessment systems are subject to continual review and revision.;
- g. Staff, students, and parents/~~guardians~~ should be involved in the continuing program of grading review.

SC 1531, 1532  
Title 22 Sec. 4.11,  
4.51, 4.52

**Section 4**

**Guidelines**

Each classroom teacher is expected to provide students with a clear understanding of the assessment practices related to their individual course. Grades assigned should reflect the

**POLICY NO. 213  
ASSESSMENT OF STUDENT PROGRESS**

achievement based upon the specific criteria expected in the course and outlined by the teacher.

Individual extra credit assignments will not be given by teachers so that a student may improve his/her letter grade. ~~Teachers may at their discretion assign projects, presentations, problems, etc. that result in bonuses. In this case, however, all students share equal opportunities to participate.~~

Classroom extra credit assignments may be given so long as they are substantially germane to the subject matter being taught.

The purpose of “extra credit” is not to allow students to gain enough points to significantly alter a final or quarter grade. Extra credit allows a teacher to make an improved judgment of a student’s academic capability.

At Keystone Oaks High School, quality points are values assigned for the purpose of determining an average letter grade. Honor and AP classes have weighted value for grades of a C or better. The values are as follows:

~~SC 531, 1532, 1.2~~

Regular/CP		Honor		AP	
Grade	Value	Grade	Value	Grade	Value
A	4.0	A	4.5	A	5.0
B	3.0	B	3.5	B	4.0
C	2.0	C	2.5	C	3.0
D	1.0	D	1.0	D	1.0
F	0	F	0	F	0
P	0	P	0		

~~Final letter grades for all courses shall be determined using the District grading scale.~~

~~Class participation shall be a course requirement and the student’s lack of participation in a course may affect the student’s final grade. This is one of the multifaceted components of grading.~~

References:

	<p style="text-align: center;"><b>POLICY NO. 213</b> <b>ASSESSMENT OF STUDENT PROGRESS</b></p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.11, 4.24, 4.51, 4.5</p>	
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# Policy Guide



Policy No. 218

Section PUPILS

Title STUDENT DISCIPLINE

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 218 STUDENT DISCIPLINE</b></p> <p><b><u>Purpose</u></b></p> <p><del>The Board believes school environment must be characterized by discipline. Students will be expected to develop self-discipline. Should the student fail to develop self-discipline, external controls are necessary and should contribute to and stimulate the development of self-discipline.</del></p> <p><del>For this reason the District has developed discipline procedures which define behavior expectations and help ensure classroom environments of mutual respect between teachers and students.</del></p> <p><del>The Board will support the administration and faculty in efforts to develop a school environment conducive to providing optimum educational experiences for each student.</del></p> <p><del>The purpose of any disciplinary action taken by the school is to help the student modify and change behavior to an acceptable standard. Some disciplinary responses should be formal, while others may be informal. Initially, all shall be handled at the level between the teacher and the student. Some responses will by necessity require formal sanctions to be administered by a higher level of authority and responsibility. Teachers and administrators, with the cooperation of parents, shall make every effort to work through student problems in a sensitive manner to guide the student to a satisfactory mode of behavior.</del></p> <p><del>The Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.</del></p>	
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**POLICY NO. 218  
STUDENT DISCIPLINE**

The goals of a ~~Code of Student Conduct~~~~discipline code~~ shall be:

1. ~~T~~o provide for uniformity, fairness and consistency in the disciplinary process.
2. ~~T~~o communicate clearly to students, staff and parents their respective rights and responsibilities and to guarantee these rights.
3. ~~T~~o assist children and youth in developing an awareness of self and to establish a sense of responsibility for the safety, property and welfare of others in the school environment.
4. ~~T~~o assist children and youth in developing patterns of ~~positive acceptable~~ social behavior.
5. ~~T~~o establish uniform procedures and supportive action in dealing with disruptive and anti-social behavior in the school.
6. ~~T~~o protect and maintain school property.
7. ~~T~~o establish ~~develop~~ an environment of respect ~~for authority and~~ for others.
8. ~~T~~o establish a positive learning environment ~~order and maintain it~~.
9. ~~T~~o comply with state and local laws.

**Section 2**

**Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the District during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

SC 510  
Title 22 Sec. 12.3,  
12.4  
Pol. 103

<b>POLICY NO. 218 STUDENT DISCIPLINE</b>		
	<p>The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.</p>	Title 22 Sec. 12.2, 12.3, 12.4 Pol. 103
	<p>Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.</p>	Title 22 Sec. 12.2 Pol. 235
	<p><del>The Board believes the preservation of individual rights is absolutely necessary. Therefore, due process shall be accorded every individual.</del></p>	
	<p><del>The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, during the time spent in travel to and from school and all after school and evening activities, including detention. Such rules shall require that students adhere to the Student Code of Conduct established for grades K-5 and 6-12.</del></p>	
	<p><del>Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record when s/he leaves this school district.</del></p>	
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>Corporal punishment is defined as the infliction of physical force as punishment for a rules infraction. It is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled, or hit on any part of the body with a hand or instrument. <u>Corporal punishment is not permitted to discipline students for violations of district policies, rules, or regulations in the Keystone Oaks School District.</u></p>	Title 22 Sec. 12.5
	<p>Any student disciplined by a district employee shall have the right to notice of the infraction.</p>	Pol. 233
	<p>Suspensions and expulsions shall be carried out in accordance with Board policy.</p>	Pol. 233

**POLICY NO. 218  
STUDENT DISCIPLINE**

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Title 22 Sec 10.23  
20 U.S.C. Sec.  
1400 et seq.  
Pol. 113.1, 825

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the students is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
3. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
4. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct if conducted in school.
6. The conduct involves the theft or vandalism of school property.



**POLICY NO. 218  
STUDENT DISCIPLINE**

**Section 43**    **Delegation of Responsibility**

The Superintendent **or designee** shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students; do not demean students; and do not violate any individual rights constitutionally guaranteed to students.

Title 22 Sec. 12.3

The Superintendent shall annually review with the Board prior to the beginning of the school year, the student discipline rules and regulations that are included in the student/parent handbooks.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available on the District website and in the school office.

Title 22 Sec. 12.3  
Pol. 235

The building principal shall have the authority to discipline students, subject to the rules and regulations of the Superintendent and to the student's due process right to notice, hearing and appeal.

SC 1317, 1318

Teaching staff members and other **district** employees ~~of this Board having authority over~~ responsible for students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of self or others.

SC 1317

Reasonable force may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense; and (4) for the protection of persons or property. Reasonable force shall not be extreme, excessive or unreasonable in type or purpose.

Title 22 Sec.  
12.5~~(d)~~

**POLICY NO. 218  
STUDENT DISCIPLINE**

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.

SC1303-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 by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

SC 1302.1-A,  
1303-A  
Title 22 Sec. 10.2,  
10.21, 10.22  
Pol. 825

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Title 22 Sec. 10.2,  
10.25  
Pol. 825

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

SC 1303-A  
Pol. 227, 250, 251,  
823, 825

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

**POLICY NO. 218  
STUDENT DISCIPLINE**

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A, 1317, 1318

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

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.1 et seq., 403.1

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Individuals With Disabilities Education Act, Title 24, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103, 113.1, 227, 233, 235, 250, 251, 823, 825

**Section 4**

**Guidelines**

Probation

~~As a result of concerned inquiry into cases of student misconduct, the Board may vote to hold a formal hearing to consider further disciplinary action or to place a student on probation for a specified period of time under the supervision of a building principal or assistant principal.~~

~~At least once every nine (9) weeks during the probationary period, a school administrator and counselor shall meet with the student to review behavior, attendance and academic performance. A written report of this meeting shall be provided to parents and made available to School Directors through the Superintendent.~~

Suspension and Expulsion

~~The Board recognizes the following list of offenses that could lead to suspension or expulsion of students:~~

**POLICY NO. 218  
STUDENT DISCIPLINE**

~~1. engaging in conduct contrary to the criminal code or ordinances of the Commonwealth and/or community;~~

Policy 224

~~2. destruction of private or school property;~~

Policy 227

~~3. possession, sale or use of drugs, narcotics, drug paraphernalia, look alike drugs, or alcohol on school property or at school sponsored functions;~~

~~4. carrying a weapon which may endanger the safety of other persons;~~

~~5. performing an act of violence against school personnel;~~

~~6. insubordination and/or incorrigibility;~~

Policy 221

~~7. attire or conduct which is disruptive to the conduct of school or which could be damaging to school property;~~

~~8. theft of property or possession/sale of stolen property;~~

~~9. fighting;~~

~~10. misconduct in the classroom, at school sponsored functions or on the school bus;~~

Policy 222

~~11. smoking in school buildings and on school property;~~

Policy 204

~~12. excessive unexcused absence or tardiness;~~

~~13. cutting of classes;~~

~~14. failure to properly identify oneself to school personnel or authorities; and~~

~~15. illegally leaving building;~~

~~16. unauthorized use of fire alarm or equipment;~~

~~17. other acts on the part of the student that would seriously disrupt the educational process of the School District, or adversely affect the health, safety and welfare of fellow~~

**POLICY NO. 218  
STUDENT DISCIPLINE**

~~students, teachers, administrators or other school personnel;~~

~~18. attempted extortion, terroristic or bomb threats;~~

~~19. plagiarism—theft of an author's work;~~

~~20. misuse of computer facilities, equipment, software or any supply; and~~

~~21. any specific, chronic act or series of acts such as suspensions that interrupt the educational process.~~

~~Refer to Policy No. 233.~~

**STUDENT VANDALISM REPORT**  
**TO THE SUPERINTENDENT**

**Student Name:** \_\_\_\_\_ **Student I.D. No.** \_\_\_\_\_

**Incident No.** \_\_\_\_\_ **Incident Date:** \_\_\_\_\_ **Incident Time:** \_\_\_\_\_

**Description Of Vandalized Property And Incident Details:**

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**Description of actions required and/or taken to resolve incident:**

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**Has student vandalized district property before:** \_\_\_\_\_ (yes/no)

**If yes, provide details of past incidents(include all pertinent information):**

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**Estimated Cost:** \_\_\_\_\_ **Estimate Prepared By:** \_\_\_\_\_

**Parent/Guardian Contacted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Name)

**Report Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount Reimbursed:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 227

Section PUPILS

# Policy

SUBSTANCES/PARAPHE

# Guide



Title CONTROLLED  
COHOL

Adopted AUGUST 21, 1989

Revised NOVEMBER 16, 2009;  
OCTOBER 19, 1998

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED</b> <b>SUBSTANCES/PARAPHERNALIA DRUGS AND</b> <b>ALCOHOL</b></p> <p><b><u>Purpose</u></b></p> <p>The Keystone Oaks School District prohibits the use, possession, sale, distribution, and consumption of any amount, and/or the procurement or solicitation of alcohol, restricted drugs, or look alike drugs, or any aspect of any transaction relating thereto, while a student is attending school or at any school sponsored or school approved activity, occurring before, during or after school hours, at school or on any School District property, and/or while traveling to and from school in a School District provided vehicle. The School District also prohibits the possession, use or distribution or any aspect of any such transaction with respect to drug paraphernalia on school property, in school lockers, on school buses, at school stops, or at any school sponsored activity. Finally, the Keystone Oaks School District prohibits the use and/or consumption of any amount of alcohol or restricted drugs prior to attending school, or at any school sponsored activity.</p> <p>Violation of this policy shall be cause for a student to be disciplined in accordance with <i>Board Policy No. 233 - Suspension and Expulsion.</i></p>	
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**POLICY NO. 227**  
**CONTROLLED**  
**SUBSTANCES/PARAPHERNALIA ~~DRUGS AND~~**  
**~~ALCOHOL~~**

**Section 2**

**Definitions**

1. **Restricted Drugs** – Includes opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all those substances as designated as “controlled substances” and prohibited by the Controlled Substance Drug, Device and Cosmetic Act, or any comparable or related state or federal statute or regulation.
2. **Look-Alike Drug, Substance, Liquid or Device** – A non-controlled drug, substance, liquid or device which, in its overall appearance substantially resembles in size, shape, color and/or markings or lack thereof, a controlled substance, drug, liquid, alcoholic ~~substance~~~~beverage~~ or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic ~~substance~~~~beverage~~ or device.
3. **Alcoholic ~~Substance~~~~Beverages~~** – A ~~substance~~~~liquid~~ intended for consumption with percentage alcohol content, including but not limited to liquor, beer, wine and grain alcohol. A ~~substance~~~~liquid~~ containing alcohol for medical purposes and necessary to the treatment of an existing condition shall not be included within this definition if properly registered with the school nurse.
4. **Drug Paraphernalia** – Includes those items listed in the Controlled Substance, Drug, Device and Cosmetic Act, as well as any material-(s) fashioned with the intent to use. Drug paraphernalia shall also include any forged, stolen, or blank prescription forms.
5. **Use** – Means to ingest, inhale, inject, imbibe or otherwise cause a restricted drug or alcohol to reach the bloodstream or digestive tract.
6. **Possession** – The possession of any restricted drug, alcohol, any material purported to be such (look alike or

35 P.S. Sec. 780-102  
21 U.S.C. Sec 812

**POLICY NO. 227**  
**CONTROLLED**  
**SUBSTANCES/PARAPHERNALIA DRUGS AND**  
**ALCOHOL**

imitation drugs) or drug paraphernalia. The finding of any such restricted materials ~~found~~ in a student's locker shall be deemed to constitute possession by the student. Any such restricted materials found in an automobile used by a student and located on school property shall also result in the student being deemed to be in possession of the restricted material.

7. **Distribution** – To give possession of a restricted drug, alcohol, any material purported to be such (look alike or imitation drugs) or drug paraphernalia to another person, whether or not for compensation for sale.
8. **Student Assistance Team** – School District designated multidisciplinary team trained in awareness and understanding of chemical use, abuse and dependency. The responsibility of the Team is to receive referrals, collect, and analyze data concerning each referral, and to make recommendations regarding each referral.
9. **Cooperative Behavior** – The willingness of the student to work with staff and school personnel in a reasonable and helpful manner. Cooperative behavior shall include, but not be limited to, the student's compliance with requests and/or recommendations made by the Student Assistance Team.
10. **Uncooperative Behavior** – Includes the resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, destruction of property and flight shall constitute examples of uncooperative student behavior. For purposes of this policy, uncooperative behavior shall also include refusal of the student and/or his or her parent or guardian to comply with the requests and/or recommendations of the Student Assistance Team.

**POLICY NO. 227**  
**CONTROLLED**  
**SUBSTANCES/PARAPHERNALIA DRUGS AND**  
**ALCOHOL**

**Section 3**

**Restrictions on Student Conduct/ Procedures**

1. The possession, sale, use and/or distribution of any amount of alcohol, restricted drugs, look alike drugs or drug paraphernalia are strictly forbidden. This prohibition applies while a student is on school grounds, is anywhere during a school-sponsored activity, occurring before, during, and/or after school hours, is anywhere under the jurisdiction of the school district or while using school district provided transportation. Students in violation of the prohibition will be subject to the provisions and procedures contained in Board Policies regarding suspension or exclusion from school.
2. The use by any student of any amount of alcohol or restricted drugs prior to attending school or any school sponsored activity or event, or being carried by school district provided transportation, regardless of the time of day of his/her attendance at school or the school sponsored activity or event, or the time of day of the transportation, and/or regardless of the location of the activity or event, is also strictly prohibited, and will subject the student to suspension or expulsion from school in accordance with applicable Board policies.
3. The appropriate school authorities, building principal or designee, shall notify the police and/or other appropriate authorities of any incident in violation of this policy and obtain positive identification of the substance involved as expeditiously as possible.
4. A student may not possess or use any prescription or non-prescription drug except in accordance with ~~District pPolicies 210 and 210.1.~~ Notwithstanding the foregoing, a student who brings a prescription or non-prescription drug to school in compliance with the aforementioned ~~pPolicies~~ shall still be prohibited from selling or otherwise distributing the drug to any other individual.
5. Any student who, prior to being cited or investigated for

SC 510, 511  
Title 22 Sec. 12.3

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a violation of this policy, voluntarily comes to a **district staff member** ~~the Superintendent, principal, or his designee~~, seeking help for a drug or alcohol use/abuse problem shall be exempt from the disciplinary aspects of this policy. This exemption shall be granted if, in his/**her** professional opinion, the Superintendent, **principal** or designee, believes that the student is acting in good faith to seek help to address his or her problem.

6. Any student engaged in activities prohibited by this policy will be referred to the Student Assistance Team. The Student Assistance Team will process the student as a referral, issue behavioral assessment forms to the teacher(s) of the student, collect and evaluate the feedback, and interview the student and/or parents or guardians.

a. Recommendations will be established and discussed with the Administration. Final recommendations will be made to the student and his/her parents or guardians by the Administration at a recommendation conference.

b. With the exception of those students referred to in paragraph (5) above, a student who does not agree to and comply with the Administration's recommendations within two (2) weeks of the recommendation conference may be subject to further disciplinary action by the Administration and Board of School Directors.

~~b.~~ In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Title 22 Sec. 10.23  
20 U.S.C. Sec.  
1400 et seq.  
Pol. 113.1, 825

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<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall <del>develop administrative</del> <del>establish rules</del> <del>and regulations to</del> <del>identify and control substance abuse in the</del> <del>schools which:</del> <del>implement this policy.</del></p> <ol style="list-style-type: none"> <li>1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.</li> <li>2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.</li> <li>3. Provide education concerning the dangers of abusing controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol>	<p>SC 1302.1-A, 1303-A 42 Pa. C.S.A. Sec. 8337</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent</p>	<p>Pol. 218, 233</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 825</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 825</p>

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or designee shall inform the parent/guardian ~~whether or not~~ when the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and/or rehabilitate the potential abuser without the intelligent, voluntary and informed consent of the student and parent/guardian.

**Transfer Students**

When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving drugs or alcohol, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

The Administration shall request a certified copy of the student's disciplinary record from the school of last enrollment and shall delay the entrance of the student until such documentation is provided.

Upon finding that a newly enrolled student is presently expelled from any private or public school for an act or offense involving drugs or alcohol, the Administration shall assign the student to an assignment other than what would have been his/her "regular" educational assignment, or provide alternative education services. Under no circumstances may the alternative assignment exceed the period of expulsion imposed by the private school or other public school. Written notice of the alternative assignment or the alternative education services shall be provided to the parent/guardian of the student within a

SC 1303-A  
Pol. 825

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reasonable time period. The Administration shall advise the student and his/her parents that he/she shall not be permitted to participate in the regular educational programs of the Keystone Oaks School District (including its extracurricular programs) until the remainder of the period of the suspension has elapsed. During the remainder of the period of suspension, however, the student shall be provided the opportunity to make up any schoolwork assigned by Keystone Oaks personnel during the remainder of the period of the suspension.

Upon finding that a newly enrolled student is presently expelled from any private or public school for an offense other than a drug or alcohol offense, the Administration shall advise the Board of School Directors. The decision of whether to require the student to continue to serve the remainder of the expulsion by the other school entity shall be made by the Board of School Directors, or a duly designated Committee thereof, following a hearing held solely for the purpose of determining the legitimacy of continuing the expulsion. At such a hearing, the expulsion shall be presumed to be a valid disciplinary action which may be rebutted by the student and/or his/her parents/guardians only by clear and convincing evidence.

1. At such a hearing, the prior determination of guilt by another school entity will be binding on the Board of School Directors and shall not be subject to questions. Parents are estopped from challenging the student's guilt.
2. The student shall be required to serve the remainder of the expulsion where the student's guilt is established (by prior record information from the former school entity) and the Keystone Oaks Board of School Directors (or a Committee thereof) determines that expulsion is the appropriate punishment.

Nothing set forth herein shall impact upon the rights, if any, of special needs students in this situation.

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Anabolic Steroids

The Board prohibits the use of anabolic substance by students involved in school related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancements of athletic abilities are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid if prescribed for a valid medical use. .

35 P.S. Sec. 807.1

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

35 P.S. Sec. 807.2  
Pol. 233

The Board prohibits coaches, sponsors, and other representatives of the District from encouraging, supplying, promoting, or condoning the use of performance or body enhancing drugs (prescription and non-prescription) or supplements.

Reasonable Suspicion/Testing

If based on a student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that a student is under the influence of a controlled substance, the principal is to alert the Superintendent. Based on the Superintendent's recommendation, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

**Section 65**

**Prevention/Awareness Administrative Guidelines**

The District's Administrative Guidelines are an integral part of this policy. These guidelines provide the vehicle that is necessary to implement the Board's policy.

A major function of the school in a drug and alcohol related



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situation is to protect the health, safety, and well-being of its students and staff, with consideration being given to the overall process of education and the safeguarding of school property. Consideration must also be given to the legal rights and responsibilities of the students and parents/guardians, staff, and school administration.

Prevention efforts are to be directed toward the dissemination of information that increases the level of awareness of students and parents/guardians. Prevention also focuses on the implementation of developmental experiences which enhance the ability of students to make responsible decisions.

The District's instructional program will consist of a coordinated K-12 drug and alcohol curriculum which is a part of the planned course of study for health and which is in accordance with the state standards.

Counselors will reinforce the instructional program by providing group guidance programs to students. The focus of these programs at the prevention level will be to reinforce awareness and to develop good health practices, self-esteem, coping and decision making skills and conflict resolution skills.

Intervention is required or warranted when a student is identified as a student at risk and/or the behavior of the student jeopardizes his/her health, safety, or welfare or that of other students or staff. In addition, intervention is mandated when a student is observed using alcohol or restricted drugs.

The Student Assistance Team functions as a unit to facilitate the identification, referral, and intervention processes. To assist the team, a drug and alcohol specialist from the base service units Alternative Drug/Alcohol Assessment Program is available to do a drug and alcohol student assessment within the schools. The specialist's assessment and recommendations are made available to the Team, student and student's family after requisite written permission is acquired.

Teachers, administrators, support staff, and parents/guardians initiate referrals to the Student Assistance Team as a result of

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observed changes in behavior, attendance and/or performance which may be drug or alcohol related. -Referrals can also be initiated by peers, individual students and as a result of drug and alcohol policy violations. The Observable Behavior Checklist documents observable changes. Such documentation with additional data is necessary for the Team to begin its identification process and to develop intervention strategies. These strategies include, but are not limited to:

1. **In School Intervention Activities/Programs Implemented by School Personnel** – Activities promoting school spirit; assembly programs; extracurricular activities focusing on a drug and alcohol free environment; group guidance/health programs; parent/guardian seminars; special education services.
2. **Out of School Intervention Activities Directed by Community and/or Agency Personnel** – Informational services; parent/guardian seminars; recreational programs; resource networking; support groups.
3. **In School Counseling by School Personnel and Students** – Individual and group counseling/self-esteem, coping skills, social skills, goal setting, health practices, conflict resolution skills, and peer mediation.
4. **Out of School Counseling by Drug and Alcohol/Mental Health Professionals** – Private referrals to Drug and Alcohol Mental Health counseling professionals for students and families.

The District’s professional staff operates under the concept of “in loco parentis.” The concept provides school personnel with certain rights and responsibilities similar to that of the parent/guardian. It permits administrators and staff to take action necessary to protect and educate each student on a day-to-day basis.

References: ~~24 P.S. Sec. 15-1547~~  
~~22 PA Code Sec. 12/42~~

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References:

School Code – 24 P.S. Sec. 510, 511, 1302.1A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3, 403.1

PA Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 113.1, 218, 233, 825

**Situation Categories**

To provide a consistent means for effectively responding to ~~drug alcohol related situations, the following situation categories are to serve as guidelines:~~

- ~~1. A student demonstrates obvious symptoms of possible drug or alcohol use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond. This situation shall be handled as a health problem and~~

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*potential emergency.*

- ~~Immediate Actions~~—Notify building administrator immediately. Standard health and first aid procedures will be followed. The student will not be left alone. The school nurse will be summoned immediately. If a medical emergency exists, arrangements will be made for the student to be taken to a medical facility and the parent/guardian(s) notified.
  
- ~~Investigation~~—If drug or alcohol use is suspected, the building administrator or authorized delegate is responsible for all necessary investigation according to school policy and guidelines. This investigation may include a search of the student, locker, desk, car, and other possessions. The student will be referred to the Student Assistance Team.
  
- ~~Notification of Parent/Guardian(s)~~—The parent/guardian(s) will be notified of the incident in the case of a health problem as a medical emergency. This will include a description of the situation and symptoms by the nurse.
  
- ~~Confidentiality~~—Information will be limited to those staff members and medical personnel who need to be involved.
  
- ~~Disposition of Substance~~—If a substance is discovered at the time of an emergency, the information will be revealed to the medical personnel for the purpose of aiding in treatment. The substance will be sealed, documented and submitted to the police for analysis. The student/s name will be withheld at this time.
  
- ~~Discipline/Rehabilitation~~—The student will be referred to the Student Assistance Team. If a substance is confiscated, usage is substantiated, or a student admits to usage, discipline will be

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administered as defined by the appropriate situation category.

- ~~Notification of Police~~ — The police are not to be notified by school personnel unless the safety of the student or general school population is at risk. If a substance is discovered, it will be sealed, documented, and submitted to the police for analysis.

~~2. A student contacts a staff member in regard to the drug or alcohol use of another student.~~

- ~~Immediate Action~~ — The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance from the Student Assistance Team.

- ~~Investigation~~ — Limited to the staff member and appropriate members of the support staff.

- ~~Notification of Parent/Guardian(s)~~ — Not applicable.

- ~~Confidentiality~~ — Limited to staff members in a “need to know” basis.

- ~~Disposition of Substance~~ — Not applicable.

- ~~Discipline/Rehabilitation~~ — Referral to Student Assistance Team.

- ~~Notification of Police~~ — Not applicable.

~~3. A student volunteers information about personal drug or alcohol use and asks for help.~~

- ~~Immediate Action~~ — The student is made aware of services available and encouraged to seek assistance.

~~Investigation~~ — A staff member may request advice from the building administrator and/or counselor,

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psychologist, or school nurse.

- ~~Notification of Parent/Guardian(s) — Only with the consent of the student unless there is imminent danger.~~
- ~~Confidentiality — Limited to staff members on a “need to know” basis and with the consent of the student unless there is imminent danger.~~
- ~~Disposition of Substance — Not applicable.~~
- ~~Discipline/Rehabilitation — None. Referral to Student Assistance Team.~~
- ~~Notification of Police — Not applicable.~~

*4. The possible use of drugs and/or alcohol by a student is indicated, but there is no evidence of violation of law or school regulations.*

- ~~Immediate Action — A staff member may approach the student in regard to behavior, classroom performance, or general health. The situation should be addressed in a positive manner and concern expressed for the student’s well being. The student should be informed of available help and encouraged to seek assistance.~~
- ~~Investigation — The staff member with whom the student confides will initiate a referral to the Student Assistance Team.~~
- ~~Notification of Parent/Guardian(s) — The parent/guardian(s) will be notified of behavior, attendance patterns, and performance, if warranted.~~
- ~~Confidentiality — Information will be limited to staff members who need to know about the situation.~~

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- ~~Disposition of Substance~~ — Not applicable.
- ~~Discipline/Rehabilitation~~ — The Student Assistance Team will intervene if warranted by supportive data.
- ~~Notification of Police~~ — Not applicable.

~~5. A student is found to be in possession of drug related paraphernalia in school, on the school bus or at a school sponsored activity or event.~~

- ~~Immediate Action~~ — The staff member will summon the building administrators or accompany the student to the administrator's office. The building administrator or designee will immediately confiscate the paraphernalia. The staff member will write an anecdotal report of the incident and submit it to the building administrator.
- ~~Investigation~~ — If evidence warrants, the administrator or designee will request that the student empty pockets or purse and volunteer all drug-like paraphernalia. The student's personal property, including his automobile, if applicable, will be searched in the presence of a second staff member. The student will not be left alone.
- ~~Notification of Parent/Guardian(s)~~ — The parents will be contacted as soon as possible and the paraphernalia described, if warranted.
- ~~Confidentiality~~ — Information will be limited to those staff members who need to know about the situation.
- ~~Disposition of Paraphernalia~~ — Paraphernalia will be sealed and submitted to the police for further analysis, if warranted.
- ~~Discipline/Rehabilitation~~ — If there is additional evidence that the student is in possession, or has used

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or distributed a drug, or any amount of alcohol, disciplinary action is dictated by Board policy and in accordance with Administrative Guidelines.

- ~~Notification of Police~~—The policy may be notified at the discretion of the building administrator.

~~6. A student is found to be in possession of any drug or alcohol when any school sponsored event or activity, or is found or suspected to have used or consumed any amount of alcohol or a drug either prior to attending or while attending any school sponsored or school approved event or activity, occurring before, during or after school hours at school or at any other school district location, or prior to or while being carried on school district provided transportation.~~

- ~~Immediate Action~~—A supervising adult or chaperone will contact the administrator. An anecdotal report of the incident will be written and submitted to the principal
- ~~Investigation~~—The administrator or designee will request that the student empty pockets or purse and volunteer all drug like substances. The student's personal property including his automobile, if appropriate, will be searched in the presence of a second staff member or chaperone. The student will not be left alone.
- ~~Notification of Parent/Guardian(s)~~—A parent will be contacted as soon as possible and the situation described. The parent/guardian will be notified of the immediate action taken against the student.
- ~~Confidentiality~~—Information will be limited to those staff members who need to know about the situation.
- ~~Disposition of Substance~~—Substance will be sealed, documented, and given to the local police with a request of analysis and possible use in further



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proceedings.

- ~~Discipline/Rehabilitation~~—The parent/guardian will be requested to come to the school or the site of the sponsored activity and escort the student home. If the parent is unable to do this, the student can be sent home, immediately, at the parent/ guardian(s)'s expense, at the discretion of the administrator or he/she may be detained at school/the event or activity until the parent/guardian(s) can accompany the student. Subsequently, the student will be disciplined as provided by the Board policy and in accordance with Administrative Guidelines.

- ~~Notification of Police~~—The police will be contacted at the discretion of the principal or designee.

*7. A student is caught for the first time possessing or using alcohol or drugs during the school day or on the bus going to or from school, and is cooperative.*

- ~~Immediate Action~~—The staff member will summon the building administrator or escort the student to the administrator's office. The school nurse will be asked to examine the student to determine if a medical emergency exists. The staff member will write an anecdotal report of the incident and submit it to the principal.

- ~~Investigation~~—The building administrator or designee will request that the student empty pockets or purse and volunteer all drug-like substances. A witness will be present. The student's locker, car, desk, and all personal property will be searched in the presence of a second staff member. The student will not be left alone.

- ~~Notification of Parent/Guardian(s)~~—A parent/guardian(s) will be contacted as soon as possible, the situation described, and an immediate conference arranged.

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- ~~Confidentiality~~— Information will be limited to those staff members who need to know about the situation.
- ~~Disposition of Substance~~— Substance will be sealed, documented, and given to the local police with a request of analysis and possible use in further proceedings.
- ~~Discipline/Rehabilitation~~— The student will refer to the Student Assistance Team. Following an informal hearing, the student will be suspended for a minimum of five (5) days out of school, to a maximum of ten (10) days in school. The student will be required to participate in a student counseling program. The student must follow the recommendations of the members of the Student Assistance Team. The student must have an assessment by a licensed drug and alcohol facility or by the base service unit's drug and alcohol specialist. The student must comply with the recommendation(s) made by the facility or by the base service unit's specialist, and his parents/guardians must make a commitment to assist him in doing so. The student may be excluded from extracurricular activities at the discretion of the building administrator.
- ~~Notification of Police~~— The police will be contacted by the building administrator.

~~The use of these procedures depends on the cooperation of the student and parental/guardian support.~~

~~8. A student is caught for the first time possessing or using alcohol or during the school day or on the bus going to or from school and is uncooperative.~~

- ~~Immediate Action~~— The staff member will summon the building administrator or take the student to the administrator's office. The school nurse will be

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~~contacted to determine if a medical emergency exists. The staff member will write an anecdotal report of the incident and submit it to the administrator.~~

- ~~Investigation—The building administrator or designee will request that the student empty pockets or purse and volunteer all drug-like substances. The student's locker, desk, car, and all personal property will be searched in the presence of a second staff member. The student will not be left alone.~~
- ~~Notification of Parent/Guardian(s)—A parent/guardian(s) will be contacted as soon as possible, the situation described, and an immediate conference arranged.~~
- ~~Confidentiality—Information will be limited to those staff members who need to know about the situation.~~
- ~~Disposition of Substance—Substance will be sealed, documented, and given to the local police with a request of analysis and possible use in further proceedings.~~
- ~~Discipline/Rehabilitation—The student will be referred to the Student Assistance Team. Following an informal hearing, the student will be suspended for a minimum of five (5) days out of school, to a maximum of ten (10) days in school. The student will be required to participate in a student counseling program. The student must follow the recommendations of the members of the Student Assistance Team. The student must have an assessment by a licensed drug and alcohol facility or by the base service unit's drug and alcohol specialist. The student must comply with the recommendation(s) made by the facility or by the base service unit's specialist, and his parent/guardian(s) must make a commitment to assist him in doing so. The student may be excluded from extracurricular activities at the discretion of the~~

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building administrator.

- ~~Notification of Police~~—The police will be contacted by the building administrator.

*9. ~~A student is caught for the second/subsequent time possessing or using drugs or alcohol at school, on the school bus, and/or at any school sponsored event or activity, on school district property or otherwise.~~*

- ~~Immediate Action~~—The staff member will summon the Building Administrator or take the student to the Administrator's office. The school nurse will be contacted to determine if a medical emergency exists. The staff member will write an anecdotal report of the incident and submit it to the Administrator.
- ~~Investigation~~—The Building Administrator or designee will request that the student empty pockets or purse and volunteer all drug-like substances. The student's locker, desk, car and all personal property will be searched in the presence of a second staff member. The student will not be left alone.
- ~~Notification of Parent/Guardian(s)~~—A parent/guardian(s) will be contacted and requested to come to the Principal's office immediately.
- ~~Confidentiality~~—Information will be limited to those staff members who need to know about the situation.
- ~~Discipline/Rehabilitation~~—The student will be referred to the Student Assistance Team. Following an informal hearing, the student will be suspended for ten (10) days out of school. After referral to the Student Assistance Team, the student will be referred to the Board for a formal expulsion hearing.

Notification of Police—Yes, police will be contacted.

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# Policy Guide



Policy No. 250

Section PUPILS

Title WEAPONS

Adopted SEPTEMBER 18, 1995

Revised DECEMBER 6, 2007;  
OCTOBER 19, 1998

<b>POLICY NO. 250 WEAPONS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the <del>importance of need to provide</del> a safe school environment for all staff and students. It is further <del>recognized that</del> possession of a weapons in the school setting is a threat to the safety of students and staff is incompatible with the district's duty to provide a learning atmosphere where the health, safety, and welfare of children are protected and is prohibited by law.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Weapon</b> – the term shall include, but not be limited to any knife; cutting instrument; cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices (including ammunition); noxious chemicals; and/or any other tool, instrument or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or serious disruption to the educational setting.</p> <p><b>Possessing</b> – A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
<b>Section 32</b>	<p><b><u>Authority</u></b></p> <p>Students are prohibited from possessing and/or bringing onto</p>

SC 1301-A, 1317.2

SC 1317.2

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school property, onto a school conveyance providing transportation, and/or to any school sponsored activity, any weapon **or replica of weapons**. ~~The term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tools, instrument, or implement capable of inflicting serious bodily injury.~~

~~Any student who is determined to have violated this policy shall be expelled for a period of not less than one year. The Superintendent may recommend modifications of such expulsion requirements for a student on a case by case basis.~~

~~The school district shall expel for a period of not less than one (1) year any student who violates this Weapons Policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.~~

~~In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.~~

SC 1317.2  
Pol. 233

SC 1317.2  
Title 22 Sec. 10.23  
20 U.S.C. Sec 1400  
et seq.  
Pol. 113.1, 825

**Section 43 Delegation of Responsibility**

~~Procedures shall be established by the Superintendent for the investigation, reporting and discipline of students found in violation of this policy.~~

~~The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.~~

~~The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a~~

SC 1302.1-A  
Pol. 805, 825

<p><b>Section 54</b></p>	<p style="text-align: center;"><b>POLICY NO. 250 WEAPONS</b></p> <p>weapon by any person on school property.</p> <p><b><u>Guidelines</u></b></p> <p>The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity or while the student is coming to or from school to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practical. The Superintendent or designee shall inform the parent/guardian that -the local police department that has jurisdiction over the school property has been notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p> <p><del>A. Violators of this policy shall be reported to the Superintendent.</del></p> <p><del>B. Local law enforcement will be notified.</del></p> <p><del>Required reports will be submitted to the Department of Education.</del></p> <p>Within ten (10) school days, the Superintendent will decide if the item which the student brought onto school property, or of which he/she was in possession, is a “weapon” as defined herein. If so, the student will be brought before the Board for an expulsion hearing, at which time the Superintendent may, if he/she deems it appropriate under the circumstances, recommend an alternative disciplinary response to the otherwise mandatory one-year expulsion.</p> <p><del>In the case of an exceptional student, all steps necessary to</del></p>	<p>SC 1302.1-A, 1303-A, 1317.2 Title 22 Sec. 10.2, 10.21 Pol. 825</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 825</p>
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	<p style="text-align: center;"><b>POLICY NO. 250 WEAPONS</b></p> <p>possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p> <p><b><u>Transfer Students</u></b></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p> <p>The Administration shall request a certified copy of the student’s disciplinary record from the school of last enrollment <b>and shall</b> delay the entrance of the student until such documentation is provided.</p> <p>Upon finding that a newly enrolled student is presently expelled from any private or public school for an act or offense involving a weapon, the Administration shall assign the student to an assignment other than what would have been his/her “regular” educational assignment, or provide alternative education services. Under no circumstances may the alternative assignment exceed the period of expulsion imposed by the private school or other public school. -Written notice of the alternative assignment or the alternative education services shall be provided to the parent of the student within a reasonable time period. The Administration shall advise the student and his/her parents that he/she shall not be permitted to participate in the regular educational programs of the Keystone Oaks School District (including its extracurricular programs) until the remainder of the period of the suspension has elapsed. -During the remainder of the period of suspension, however, the student shall be provided the opportunity to make up any schoolwork assigned by Keystone Oaks personnel during the remainder of the period of the suspension.</p> <p>Upon finding that a newly enrolled student is presently expelled from any private or public school for an offense other than a weapons offense, the Administration shall advise the Board of School Directors. -The decision of whether to require the student to continue to serve the remainder of the expulsion by the other school entity shall be made by the Board of School Directors, or</p>	<p>922</p> <p>SC 1317.2</p>
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**POLICY NO. 250 WEAPONS**

a duly designated Committee thereof, following a hearing held solely for the purpose of determining the legitimacy of continuing the expulsion. -At such a hearing, the expulsion shall be presumed to be a valid disciplinary action which may be rebutted by the student and/or his/her parents/guardians only by clear and convincing evidence.

- a. At such a hearing, the prior determination of guilt by another school entity will be binding on the Board of School Directors and shall not be subject to questions. Parents are estopped from challenging the student’s guilt.
- b. The student shall be required to serve the remainder of the expulsion where the student’s guilt is established (by prior record information from the former school entity) and the Keystone Oaks Board of School Directors (or a Committee thereof) determines that expulsion is the appropriate punishment.

Nothing set forth herein shall impact upon the rights, if any, of special needs students in this situation.

References:

School Code – 24 P.S. 1301-A, 1302.1-A, 1303-A, 1317.2

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25, 403.1

Possession of Weapon on School Property – 18 Pa. C.S.A. Sec 912

Gun Control Act – 18 U.S.C. Sec. 921, 922

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Gun-Free Schools Act – 20 U.S.C. Sec. 7151

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

**POLICY NO. 250 WEAPONS**

Board Policy – 113.1, 218, 233, 805, 825

**Section 5**

**Guidelines**

- ~~A. The Administration will develop procedures for the investigation of suspected weapons;~~
- ~~B. An Administrator may ask for police assistance at any time during the investigation.~~
- ~~C. A Memorandum of Understanding will be developed by the school district and the local law enforcement agencies which set forth procedures when an incident involves an act of violence or possession of a weapon by any person on school property, at school sponsored events, or on any public conveyance providing transportation.~~
- ~~D. Prior to the admission of any student, the parent will provide a sworn statement as to whether the pupil was previously suspended or expelled from any public or private school for any act or offense involving weapons, drugs or alcohol, or the willful infliction of injury to another person, or any act of violence committed on school property.~~
- ~~E. The Superintendent shall maintain a record of all incidents of violence, incidents involving a weapon, and convictions or adjudications of delinquency for acts committed on school property by enrolled students on a district wide and school by school basis. This shall be done in compliance with the format developed by the Pennsylvania State Police. A statistical summary of these records shall be made accessible to the public during school hours.~~

~~Statutory References:~~

~~Public School Code Sections 510, 1317.2 and 1318~~

# Policy Guide



Policy No. 251

Section PUPILS

Title TERRORISTIC THREATS/ACTS

Adopted MAY 15, 2000

Revised MARCH 19, 2001

POLICY NO. 251 TERRORISTIC THREATS/ACTS	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of dDistrict students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. <b>In all instances, the District’s goal will be to ensure the safety of all students and personnel.</b></p>
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Terroristic Threat</b> – Shall mean a threat <b>communicated either directly or indirectly</b> to commit <b>any crime of violence-committed</b> with the intent to terrorize another;<b>;</b> to cause evacuation of a building, <b>place of assembly or facility of public transportation;</b> or to <b>otherwise</b> cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.</p> <p><b>Terroristic Act</b> – Shall mean an offense against property or involving danger to another person.</p> <p><b>Communication</b> – Shall mean <b>to</b> conveys in person or by written or electronic means, including telephone, electronic mail, <b>i</b>Internet, facsimile, telex and similar transmissions.</p>
Section 3	<p><b><u>Authority</u></b></p> <p>The Board prohibits any dDistrict student from communicating terroristic threats or committing terroristic acts directed at any</p>

18 PA C.S.A. Sec. 2706

<b>POLICY NO. 251 TERRORISTIC THREATS/ACTS</b>		
	<p>student, employee, Board member, community member or property owned, leased or being used by the District school building.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.</p> <p>If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.</p>	<p>Title 22 Sec. 10.23 20 U.S.C Sec. 1400 et seq. Pol. 113.1, 825</p>
<p><b>Section 4</b></p>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the District's emergency preparedness plan.</p> <p><del>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</del></p> <p><del>The Superintendent shall be responsible for developing administrative regulations to implement this policy.</del></p>	<p>SC 1302.1-A Pol. 805, 825</p>
<p><b>Section 5</b></p>	<p><b><u>Guidelines</u></b></p> <p>Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p><del>The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.</del></p>	<p>Title 22 Sec. 12.2</p>

**POLICY NO. 251  
TERRORISTIC THREATS/ACTS**

When ~~the building principal~~ ~~an administrator~~ has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall ~~summon the student to the office and determine if an immediate suspension is in order. The student's parents/guardians will be notified.~~ ~~immediately suspend the student.~~
2. The building principal shall promptly report the incident to the Superintendent ~~or designee.~~
3. Based on further investigation, the Superintendent ~~or designee~~ shall report the student to law enforcement officials.
- ~~4.~~4. The Superintendent ~~or designee~~ shall ~~review the case with the Board and make recommendations, which may include permanent expulsion of the student to the Board.~~

The Superintendent or designee ~~may~~ shall report incidents involving terroristic threats on school property, while the student is coming to or from school, at any school sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian that ~~whether or not~~ the local police department that has jurisdiction over the school property has been ~~or may be~~ notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

Pol. 233

SC 1302.1-A,  
1303-A  
Title 22 Sec. 10.2,  
10.25  
Pol. 825

Title 22 Sec. 10.2,  
10.25  
Pol. 825

SC 1303-A  
Pol. 825

**POLICY NO. 251  
TERRORISTIC THREATS/ACTS**

~~In the case of exceptional students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.~~

~~Statutory References:~~

~~Individuals with Disabilities Education Act, as amended, 20 USC Section 1400; PA Crimes Code, 18 Pa. Cons. Stat. Ann., Sections 2706, 2301-3201, 3301-4101~~

**References:**

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

**State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.23, 10.25, 12.2**

**Terroristic Threats – 18 Pa. C.S.A. Sec 2706**

**Individuals With Disabilities Education Act – 20 U.S.C. Sec 1400 et seq.**

**Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300**

**Board Policy – 113.1, 233, 805, 825**