

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING
DECEMBER 4, 2018
7:00 PM

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

December 4, 2018 – Business/Legislative

7:00 PM Meeting

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

January 8, 2019 –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

December 4, 2018

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of November 13, 2018 and the Business/Legislative Minutes of November 20, 2018.

FOR INFORMATION ONLY

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

SUPERINTENDENT'S REPORT

December 4, 2018

Dr. William P. Stropkaj, Ed.D.

BOARD ACTION REQUESTED

I. SECOND READING POLICY 209.2: DIABETES MANAGEMENT

It is recommended that the Board approve the SECOND READING of Policy 209.2: *Diabetes Management*.

II. SECOND READING POLICY 210.1: POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHERINE AUTO-INJECTORS

It is recommended that the Board approve the SECOND READING of Policy 210.1: *Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors*.

III. SECOND READING POLICY 919: TITLE I PARENT AND FAMILY ENGAGEMENT

It is recommended that the Board approve the SECOND READING of Policy 919: *Title I Parent and Family Engagement*.

PERSONNEL REPORT

December 4, 2018

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the resignation of **Sally Tawfik**, Food Service Worker, effective November 28, 2018

II. TERMINATION OF EMPLOYMENT OF NON-PROFESSIONAL EMPLOYEE 2018-4069

It is recommended that the Board dismiss employee 2018-4069, from further employment, effective December 5, 2018.

III. APPOINTMENTS

1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Administration recommends the employment of:

Angela Carmosino

Myrtle Avenue Elementary – Special Education

December 17, 2018

Salary - \$45,000 (B+24, Step 2)

2. Food Service Personnel

It is recommended that the Board approve, **Andria Reynolds**, as a Food Service Worker Middle School/High School at a rate of \$10.00/hour, effective November 27, 2018.

3. Substitute Custodian

It is recommended that the Board approve, **Miki Bagnull**, Substitute Custodian at a rate of \$10.50 per hour, effective November 28, 2018.

4. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual for the 2019/2020 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Girls Varsity Soccer	Head Coach	Roman Nardozi	\$4,750.00

FINANCE REPORT

December 4, 2018

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH NOVEMBER 30, 2018

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

A. General Fund as of November 30, 2018 (Check No. 58285-58506)	\$879,052.37
B. Risk Management as of November 30, 2018 (None)	\$0.00
C. Food Service Fund as of November 30, 2018 (None)	\$0.00
D. Athletics as of November 30, 2018 (Check No. 2081-2090)	\$19,932.63
E. Capital Reserve as of November 30, 2018 (Check No. 1614-1616)	\$86,645.10
F. Compensated Absences Fund as of November 30, 2018 (None)	\$0.00
G. OPEB Fund as of November 30, 2018 (None)	\$0.00
TOTAL	\$985,630.10

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 5 MONTH NOVEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 26,543,572	\$ (3,471,292)
7000	State Revenue Sources	\$ 12,065,343	\$ 3,505,190	\$ (8,560,153)
8000	Federal Revenue Sources	\$ 849,422	\$ 246,272	\$ (603,150)
Total Revenue		\$ 42,929,629	\$ 30,295,034	\$ (12,634,595)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,783,162	\$ 4,677,293	\$ 12,105,869
200	Benefits	\$ 10,702,403	\$ 3,104,705	\$ 7,597,698
300	Professional/Technical Services	\$ 1,574,811	\$ 637,042	\$ 937,769
400	Property Services	\$ 1,079,511	\$ 450,205	\$ 629,306
500	Other Services	\$ 5,225,206	\$ 2,013,845	\$ 3,211,361
600	Supplies/Books	\$ 1,417,523	\$ 959,971	\$ 457,552
700	Equipment/Property	\$ 530,282	\$ 323,371	\$ 206,911
800	Other Objects	\$ 641,126	\$ 329,213	\$ 311,913
900	Other Financial Uses	\$ 4,975,605	\$ 3,706,730	\$ 1,268,875
Total Expenditures		\$ 42,929,629	\$ 16,202,375	\$ 26,727,254
Revenues exceeding Expenditures		\$ -	\$ 14,092,659	\$ 14,092,659
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 11/1/2018	\$ 80,659.62	\$ 92,017.60
Deposits	\$ 24,372.48	\$ 7,953.14
Subtotal	\$ 105,032.10	\$ 99,970.74
Expenditures	\$ 10,069.32	\$ 3,073.11
Cash Balance - 11/30/2018	\$ 94,962.78	\$ 96,897.63

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2018

		BALANCE
GENERAL FUND		
FNB BANK	\$	1,843,402
PAYROLL (pass-thru account)	\$	24,749
FNB SWEEP ACCOUNT	\$	113,090
ATHLETIC ACCOUNT	\$	96,898
PLGIT	\$	10,020,107
FNB Money Market	\$	6,080,753
PSDLAF	\$	158,348
INVEST PROGRAM	\$	175,759
	\$	18,513,106
CAFETERIA FUND		
FNB BANK	\$	217,524
PLGIT	\$	153,021
	\$	370,545
CONSTRUCTION FUND / CAP RESERVE		
FNB BANK	\$	621,659
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	778
	\$	622,437
RISK MANAGEMENT / TAX REFUNDS		
FNB BANK	\$	499,042
OTHER POST-EMPLOYMENT BENEFITS FUND		
FNB BANK	\$	1,924,633
COMPENSATED ABSENCES FUND		
FNB BANK	\$	417,165
GRAND TOTAL	\$	22,346,928

FACILITIES REPORT

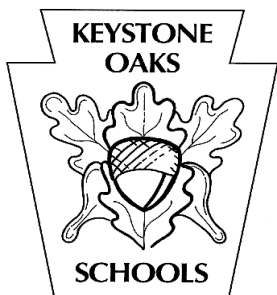
December 4, 2018

BOARD ACTION REQUESTED

I. AMENDMENT TO AT&T LEASE AGREEMENT

It is recommended that the Board approve the amendment to the AT&T lease agreement. The amendment will add the first responder network to the existing antennae.

Policy Guide



Policy No. 209.2

Section PUPILS

Title DIABETES MANAGEMENT

Adopted _____

Revised _____

POLICY NO. 209.2 DIABETES MANAGEMENT	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that an effective program of diabetes management in school is crucial to:</p> <ol style="list-style-type: none"> 1. The immediate safety of students with diabetes. 2. The long-term health of students with diabetes. 3. Ensure that students with diabetes are ready to learn and participate fully in school activities. 4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.
Section 2	<p><u>Authority</u></p> <p>The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.</p>
Section 3	<p><u>Definitions</u></p> <p>Individualized Education Program (IEP) means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A student with a disability is a school-aged child within the jurisdiction of the District who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities,</p>

Pol. 103.1, 113,
209, 209.1
SC 1401, 1414.3,
1414.5, 1414.7

Pol. 113

<p>Section 4</p>	<p>POLICY NO. 209.2 DIABETES MANAGEMENT</p>	
	<p>special education and related services.</p>	
	<p>Section 504 Service Agreement (Service Agreement) means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities. A qualified student with a disability means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities. All Service Agreements for a student with diabetes shall include a Diabetes Medical Management Plan (DMMP).</p>	<p>Pol. 103.1</p>
	<p>Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.</p>	<p>SC 1401</p>
	<p><u>Guidelines</u></p>	
	<p>Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.</p>	<p>SC 1414.4</p>
	<p>Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.</p>	<p>Pol. 103.1, 113, 209.1 SC 1414.3, 1414.5</p>
<p>In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.</p>	<p>Pol. 103.1, 113, 113.1, 810 SC 1414.4</p>	
<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.</p>	<p>SC 1409 Pol. 113.4, 216</p>	

**POLICY NO. 209.2
DIABETES MANAGEMENT**

Training of School Personnel

At a minimum, school nurses and health paraprofessionals shall complete training, on an annual basis, developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

If the diabetes-related care provided to a particular student will include administration of diabetes medication via injection or infusion, the Board shall require the following:

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

Other school employees, including classroom teachers, lunchroom staff, and coaches/sponsors, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:

SC 1414.3

SC 1414.5
22 PA Code 12.3

**POLICY NO. 209.2
DIABETES MANAGEMENT**

1. A written statement from the student's health care practitioner incorporated in the Service Agreement that provides:
 - a. Name of the drug.
 - b. Prescribed dosage and/or the method by which dosage should be calculated.
 - c. Times when medication is to be taken.
 - d. Times when monitoring equipment is to be used.
 - e. Length of time medication and monitoring equipment is prescribed.
 - f. Diagnosis or reason medication and monitoring equipment is needed.
 - g. Potential serious reactions to medication that may occur.
 - h. Emergency response.
 - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
2. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
3. As part of the Service Agreement, a written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the

**POLICY NO. 209.2
DIABETES MANAGEMENT**

monitoring equipment and a written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the District prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the District shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.

Pol. 103.1, 113.1,
218, 227
SC 1414.5

SC 1414.5

**POLICY NO. 209.2
DIABETES MANAGEMENT**

Section 5

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.

SC 1414.3
Pol. 100

Pol. 218
22 PA Code 12.3

References:

School Code – 24 P.S. Sec. 510, 1401, 1409, 1414.3, 1414.4, 1414.5, 1414.7

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41

Board Policy – 100, 103.1, 113, 113.1, 113.4, 209, 209.1, 210, 216, 218, 227, 810

Policy No. 210.1

Section PUPILS

Policy



Title POSSESSION/ADMINISTRATION
~~USE OF~~ ASTHMA
INHALERS/EPINEPHRINE
AUTO-INJECTORS

Guide

Adopted DECEMBER 9, 2009

Revised _____

	<p style="text-align: center;">POLICY NO. 210.1 POSSESSION/ADMINISTRATION USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>Section 1 <u>Authority</u></p> <p>The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board Policy used to treat asthma when such is parent authorized.</p> <p>Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.</p> <p>The Board shall authorize the District to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.</p> <p>Section 2 <u>Definitions</u></p> <p>Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the</p>	<p>SC 1414.1 Pol. 103.1</p> <p>SC 1414.2</p> <p>SC 1401</p>
--	--	---

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 210.1 POSSESSION/ADMINISTRATION USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>effects of anaphylaxis.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.</p> <p><u>Guidelines</u></p> <p>Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).</p> <p>In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.</p> <p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.</p> <p><u>Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors</u></p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the on school setting property during school hours or during school-related activities, the Board shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant. 1.2. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant, on "Form B-1," as attached, that states: <ol style="list-style-type: none"> a. Name of the drug; a.b. Prescribed dosage; 	<p>Pol. 103.1, 113, 209.1, 210 SC 1414.2 22 PA Code 12.41</p> <p>Pol 103.1, 113, 113.4, 216, 810 SC 1409</p> <p>Pol. 113.4, 216</p> <p>SC 1414.1 22 PA Code 12.41</p>
-------------------------	---	---

POLICY NO. 210.1
POSSESSION/~~ADMINISTRATION~~ ~~USE OF~~ ASTHMA
INHALERS/~~EPINEPHRINE~~ AUTO-INJECTORS

- c. Times medication is to be taken;
- d. Length of time medication is prescribed;
- e. Diagnosis or reason medication is needed, unless confidential;
- f. Potential serious reaction or side effects of medication;
- g. Emergency response;
- h. If child is qualified and able to self-administer the medication.

3. A written statement from the parent/guardian, ~~on "Form B-2," as attached,~~ acknowledging that ~~neither the School District nor any of its employees are~~ is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.

4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

~~2.5.~~ A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

SC 1414.1

POLICY NO. 210.1		
POSSESSION/ADMINISTRATION USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS		
<p>The District reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.</p>	<p>SC 1414.1</p>	
<p>A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.</p> <p>The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.</p>	<p>SC 1414.1</p>	
<p>The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.</p>	<p>SC 1414.1</p>	
<p>Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.</p>	<p>SC 1414.1 Pol. 103.1, 113.1, 218, 227</p>	
<p>If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.</p>	<p>SC 1414.1</p>	

POLICY NO. 210.1
POSSESSION/~~ADMINISTRATION~~ ~~USE~~ OF ASTHMA
INHALERS/~~EPINEPHRINE~~ AUTO-INJECTORS

~~Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler.~~

~~The District reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.~~

~~A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.~~

~~To self-administer medication, the student must be able to:~~

- ~~1. Respond to and visually recognize his/her name;~~
- ~~2. Identify his/her medication;~~
- ~~3. Demonstrate the proper technique for self-administering medication;~~
- ~~4. Sign his/her medication sheet to acknowledge having taken the medication.~~
- ~~5. Demonstrate a cooperative attitude in all aspects of self-administration.~~

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type(s) of epinephrine auto-injector(s).

POLICY NO. 210.1
POSSESSION/~~ADMINISTRATION~~ ~~USE~~ OF ASTHMA
INHALERS/~~EPINEPHRINE~~ AUTO-INJECTORS

2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

SC 1414.2

POLICY NO. 210.1
POSSESSION/~~ADMINISTRATION USE~~ OF ASTHMA
INHALERS/~~EPINEPHRINE~~ AUTO-INJECTORS

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the District. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the District for self-administration.

Where a student is authorized to self-administer an epinephrine auto-injector, the trained school employee is still responsible for overseeing the injection and/or administering the drug themselves if the student is unable.

2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.

SC 1414.2
42 Pa. C.S.A. 8332,
8337.1, 8541, 8545

SC 1414.1

POLICY NO. 210.1
POSSESSION/~~ADMINISTRATION USE OF~~ ASTHMA
INHALERS/~~EPINEPHRINE~~ AUTO-INJECTORS

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
3. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

SC 1414.1, 1414.9
42 Pa. C.S.A. 8547,
8548

Section 4 **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response ~~self administration of prescribed medication~~, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

POLICY NO. 210.1		
POSSESSION/ADMINISTRATION USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS		
<p>The Superintendent or designee District shall annually distribute to inform staff, students and parents/guardians about the this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district’s website, and through posted notices and other efficient methods.and procedures governing student possession and use of asthma inhalers.</p> <p>The school physician shall be the prescribing and supervising medical professional for the district’s stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.</p> <p>The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.</p> <p>The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.</p> <p>When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:</p> <ol style="list-style-type: none"> 1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse; 2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant; 3. Determine the student's ability to self-administer medication and the need for care and supervision; 4. Maintain an individual medication lot for all students 	<p>SC 1414.1, 510.2 22 PA Code 12.3 Pol. 218</p> <p>SC 1414.2</p> <p>SC 1414.2</p>	

POLICY NO. 210.1
POSSESSION/ADMINISTRATION ~~USE~~ OF ASTHMA
INHALERS/EPINEPHRINE AUTO-INJECTORS

~~possessing asthma inhalers.~~

References:

School Code - 24 P.S. Sec. 510.2, 1401, 1409, 1414.1, 1414.2,
1414.9

State Board of Education Regulations –22 PA Code Sec. 12.3,
12.41~~7.13~~

Title 42 – 42 Pa. C.S.A. 8332, 8337.1, 8541, 8545, 8547, 8548

Board Policy – 103.1, 113, 113.1, 113.4, 209.1, 210, 216, 218,
810, 227

Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT/~~GUARDIAN~~ AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Revised DECEMBER 12, 2017

Reviewed NOVEMBER 22, 2016;
NOVEMBER 17, 2015

<p>POLICY NO. 919 TITLE I PARENT/GUARDIAN AND FAMILY ENGAGEMENT</p>		
<p>Section 1</p>	<p><u>Purpose</u></p> <p>The Board recognizes that parent/guardian and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and family members, and community.</p>	<p>20 U.S.C. Sec. 6318 Pol. 102</p>
<p>Section 2</p>	<p><u>Definition</u></p> <p>Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.</p>	
<p>Section 2</p>	<p><u>Authority</u></p> <p>In compliance with federal law, the District and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written Parent/Guardian and Family Engagement policy. When developing and implementing this policy, The Board directs the District and</p>	<p>ESEA Sec. 1118</p> <p>20 U.S.C. Sec.</p>

**POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT**

each of its schools with a Title I program to ~~shall ensure the policy describes how the District will:~~

6318

1. Conduct outreach to all parents and family members.
- ~~1.2.~~ Engage parents/~~guardians~~ in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary.
3. Engage parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
 - a. Incorporated into the district's Title I plan.
 - b. Posted to the district's publicly accessible website and be available in writing upon request.
 - c. Evaluated annually with parent and family engagement.
- ~~2.4.~~ Provide opportunities and conduct meaningful collaborations with parents and family members in planning and implementation of Title I programs, activities, and procedures. ~~the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental engagement activities to improve student academic achievement and school performance.~~
- ~~3.~~ ~~Develop activities that promote the schools' and parents'/guardians' capacity for strong parental involvement.~~
- ~~4.~~ ~~Coordinate and integrate parental engagement strategies with appropriate federal, state, and local programs, as provided by law.~~
- ~~5.~~ ~~Engage parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.~~

20 U.S.C. Sec.
6312
SC 510.2

ESEA Sec. 1118

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

~~6. Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.~~

~~7. Use findings of annual evaluations to design strategies for more effective parental/guardian engagement.~~

~~8. Engage parents/guardians in the activities of schools served under Title I including engaging with school personnel and teachers.~~

~~9. Engage parents/guardians in the training of teachers, pupil services personnel and principals.~~

~~The Board shall adopt and distribute the parental/guardian and family engagement policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parental/guardian engagement.~~

Section 3

Guidelines

Each district school operating a Title I program shall hold a ~~an~~ annual meeting of parents/~~guardians~~ and family members at a convenient time ~~of participating Title I students shall be held to~~ explain the goals and purposes of the Title I programs and to inform them of their right to be involved. ~~, jointly develop a parental and family engagement policy, and review Title I parent complaint procedures.~~ Parents and family members/~~Guardians~~ shall be given the opportunity to participate in the design, development, operation and evaluation of the ~~parent/guardian engagement program. ; including making spending decisions regarding the 1% of Title I Part A funds reserved for parent/guardian engagement. Parent/Guardians are encouraged to work with Title I teachers in their child's school to assist in the plans.~~ Parents and family members/~~Guardians~~ shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Title I Parent Advisory Council, survey, and Parent-Faculty organization meetings.

20 U.S.C. Sec.
6318 ~~ESEA Sec.~~
1118

**POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT**

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.

~~ESEA Sec. 1118~~
20 U.S.C. Sec.
6318

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.

20 U.S.C. 6318,
6312

~~In addition to the required annual meeting, additional parent/guardian meetings and training opportunities shall be held at various times of the day and evening.~~ At these meetings, parents/guardians shall be provided:

20 U.S.C. 6318

1. ~~Timely~~ Information about -Title I programs and district and school level parent/guardian engagement activities.
2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the ~~achievement~~~~proficiency~~ levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.~~for training and information in areas related to literacy development, how parent/guardians can assist at home in the education of their child, how to use technology to support learning, and parenting skills. Parents/guardians are invited to participate in the training of teachers, pupil services personnel and the principals in areas related to:~~

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

members.

2. Communicate with parents and family members about the plan and seek their input and participation through efficient means of communication such as, the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding

~~Pol. 102~~

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

of school data, comprehensive plans and the budgeting process.

11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

~~a. The value and utility of parent contributions.~~

~~b. How to reach out to and communicate with parents.~~

~~c. How to work with parents as equal partners.~~

~~d. How to implement and coordinate parent programs.~~

~~4. Information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members.~~

~~If sufficient, Title I may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs.~~

If the Title I Plan is not satisfactory to parents and family members, the District shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.

Building Capacity for Parent and Family Engagement

The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:

20 U.S.C. Sec.
6318, 6312

20 U.S.C. Sec.
6318

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.

Pol. 102, 127

2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:

a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.

b. Using technology, including education about the harms of copyright piracy, as appropriate.

Pol. 814

c. Providing information, resources and materials in a user friendly format.

d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.

e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.

~~1~~3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.

Pol. 333

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.
5. Engage the parent organizations (i.e. PFO) to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. Train parents and family members to enhance the involvement of other parents and family members.
7. Adopt and implement model approaches to improving parent and family engagement.
8. Establish a district-wide Title I parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.
9. Engage community-based organizations and businesses in parent and family engagement activities.

20 U.S.C. Sec. 2318, 7845
 Pol. 140, 212
 29 U.S.C. Sec. 3271 et seq.
 42 U.S.C. Sec. 11301 et seq., 9831 et seq.

Coordinating Parent and Family Engagement Strategies

The District shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

20 U.S.C. Sec. 6318, 7845
 Pol. 140, 212
 29 U.S.C. Sec. 3271 et seq., 701 et seq
 42 U.S.C. Sec. 11301 et seq.,9831 et seq.

**POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT**

~~Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress and formulate suggestions, and participate as appropriate, in decisions relating to the education of their children. During the annual Title I program evaluation, parents/guardians of Title I student assess the effectiveness of the program and offer recommendations to enhance program effectiveness.~~

~~Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.~~

Annual ~~Review of the Title I~~ Parent and Family Engagement Policy Evaluation

The District shall conduct, with meaningful participation of ~~Title I~~ parents and family members, and annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program. ~~/guardians representing all of Keystone Oaks School District's schools meet annually to develop and agree upon a written District Title I Parent/Guardian Engagement and Family Policy and participate in an annual Title I evaluation. During the annual evaluation, parent/guardian feedback is gathered using surveys. Results from this evaluation are used to make modifications, revisions, or enhancements to Title I parent/guardian engagement opportunities, policy, and programs.~~

The evaluation shall identify:

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.

20 U.S.C. Sec.
6318

20 U.S.C. Sec.
6318

**POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT**

3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

1. Establishment of a schedule and process for the policy review and revision by parents and family members.
2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.
3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.
4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.
5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.
6. A Title I parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The District shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.

20 U.S.C. Sec.
6318

School-Parental Compact

Each school in the District receiving Title I funds shall jointly develop with parents and family members/~~guardians~~ of students served in the program a School-Parent and Family~~a~~ Compact

20 U.S.C. Sec.
6318

**POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT**

~~and Title I School Parent/Guardian and Family Engagement Policy~~ outlining the manner in which parents and family members/~~guardians~~, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the ~~in-meeting~~ academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.
2. ~~Describe~~**Indicate** the ways in which parents and family members/~~guardians~~ will be responsible for supporting their children's learning; ~~such as monitoring attendance, homework completion, and television watching;~~ volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and - teachers ~~communication on an ongoing basis through~~, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress/~~guardians~~, and reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Pol. 916

Pol. 916

Title I Funds

Unless exempt by law, the District shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.

20 U.S.C. Sec.
6318

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The District shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:

20 U.S.C. Sec.
6318

1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
2. Supporting programs that reach parents and family members at home, in the community, and at school.
3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT/GUARDIAN AND FAMILY ENGAGEMENT</p> <p><u>Accessibility</u></p> <p>The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</p>	<p>20 U.S.C. Sec. 6318 Pol. 140</p>
	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall ensure that the District's Title I Parent/Guardian and Family Engagement Policy, plan and programs comply with the requirements of federal law.</p> <p>The Federal Programs Coordinator and/or Title I staff shall notify^{provide to} parents and family members/guardians of the existence of the Title I programs and provide^{students} participating in Title I programs:</p> <ol style="list-style-type: none"> 1. An e^AExplanation of the reasons supporting their child's selection for the program. 2. A s^ASet of goals and expectations/objectives to be addressed. 3. A d^ADescription of the services to be provided. <p>3.4.^{4.}A copy of this policy and the School-Parent and Family Compact.</p> <p>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</p> <ol style="list-style-type: none"> 1. Support their child's learning. 	<p>20 U.S.C. Sec. 6318, 6312</p> <p>20 U.S.C. Sec. 6318 ESEA Sec. 1118 Pol. 140</p>

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

2. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation ~~information and reports provided to~~ of parents and family members/~~guardians~~ by providing resources, information and school reports ~~are~~ in an understandable and uniform format or, upon request, in another format. Such efforts shall include: ~~and, to the extent practicable, in a language the parents/guardians can understand.~~

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.

Pol. 140

References:

School Code – 24 PA Sec. 510.2

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

Elementary and Secondary Education Act – 20 U.S.C. Sec. 6312, 6318, 7845 ~~ESEA Sec. 1118~~

Rehabilitation Act – 29 U.S.C. Sec. 701 et seq.

POLICY NO. 919
TITLE I PARENT/~~GUARDIAN~~ AND FAMILY
ENGAGEMENT

Adult Education and Family Literacy Act – 20 U.S.C. Sec. 3271 et seq.

Head Start Act – 42 U.S.C. Sec. 9831 et seq.

The McKinney-Vento Homeless Assistance Act – 42 U.S.C. Sec. 11301 et seq.

Board Policy – 102, 140, 127, 212, 814, 916