



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

THURSDAY, MAY 28, 2015
7:00 PM

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

May 28, 2015 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Mr. Geoff Dobson**
→ **Odyssey of the Mind (Elementary Team)**
- **Ms. Jennifer Hallam**
→ **Celebrating Art Spring 2015 Winners**
- **Mr. David Kramer – Schneider Electric**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

June 18, 2015 – Special Voting Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Vote on the Final 2015/2016 Budget
- Adjournment

June 18, 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

May 28, 2015

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. NOMINATIONS FOR THE OFFICE OF TREASURER

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2015.

II. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes of April 9, 2015, Work Session Minutes of April 21, 2015 and the Business/Legislative Minutes of April 30, 2015.

FOR INFORMATION ONLY

- | | |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report | <i>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

May 28, 2015

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. BUILDINGS GROUNDS & TRANSPORTATION DIRECTOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Christopher Swickline**, Director of Buildings, Grounds & Transportation, for a term effective July 1, 2015 through June 30, 2017.

II. SECOND READING OF POLICY NO: 836: WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM

It is recommended that the Board approve the SECOND READING of Policy No. 836: *Workers' Compensation Transitional Return-To-Work Program*.

III. FIRST READING OF POLICY NO: 213: ASSESSMENT OF STUDENT PROGRESS

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

IV. FIRST READING OF POLICY NO: 218: STUDENT DISCIPLINE

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

V. FIRST READING OF POLICY NO: 227: CONTROLLED SUBSTANCES/PARAPHERNALIA

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

VI. FIRST READING OF POLICY NO: 250: WEAPONS

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

VII. FIRST READING OF POLICY NO: 251: TERRORISTIC THREATS

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

VIII. ALLEGHENY INTERMEDIATE UNIT – NOTICES OF ADOPTION POLICIES, PROCEDURES AND USE OF FUNDS

The Administration recommends the approval of the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR 300.101 through 300.624 as part of the IDEIA Application for the 2015/2016 school year.

IX. FORMATION OF KEYSTONE OAKS ALUMNI BAND

It is recommended that the Board recognize the formation of the Keystone Oaks Alumni Band beginning with the 2015/2016 school year.

For Information Only

This organization will be composed of graduates of the Keystone Oaks High School and the preceding local high school graduates from Dormont, Green Tree, and Castle Shannon. The organization would be self-run, self-financed, and provide an annual report to the School Board each May. The organization will present instrumental music as a positive contribution to community cohesion and advancement, a skill learned in school that is useful for a lifetime. The first anticipated event will be Homecoming 2015 in support of the current Marching Band Pre-Game show. For additional information see the webpage at: <http://koalumniband.org/>. This concept was brought to the attention of the Board and Superintendent by Mr. Patrick Flaherty, a resident and Band Alumni of the District.

EDUCATION REPORT

May 28, 2015

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2015/2016

The Administration recommends the adoption and purchase of the following textbooks for AP Comparative Governments and Politics:

- **Introduction to Comparative Politics: Political Challenges and Changing Agendas** at a cost of \$4,719.00
- **Doing Comparative Politics: An Introduction to Approaches and Issues** at a cost of \$859.00

For Information Only

The total cost of \$5,578.00 includes both textbooks and electronic access to materials.

PUPIL PERSONNEL REPORT

May 28, 2015

Dr. Kathleen Foster

BOARD ACTION REQUESTED

I. AGREEMENT WITH WESLEY SPECTRUM SERVICES

The Administration recommends that the Board approve the *Agreement with Wesley Spectrum Services and the Keystone Oaks School District* (elementary, middle, and high schools) for the 2015/2016 school year. This agreement includes the professional services of two Intervention Specialists at the cost of \$149,800.00 (\$74,900.00 for each individual).

COMMUNICATIONS REPORT

May 28, 2015

Ms. Neely Crowell, Chairperson

BOARD ACTION REQUESTED

I. ALUMNI ACHIEVEMENT AWARD

It is recommended that the Board approve the “Alumni Achievement Award” rules and nomination form as presented.

For Information Only

The Alumni Achievement Award Committee will accept nominations through July 31, 2015 and a reception recognizing the recipients will be held prior to Homecoming on October 9, 2015.

PERSONNEL REPORT

May 28, 2015

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. RETIREMENTS

A. Professional Employee – Retirement Date Change

It is recommended that the Board accept the retirement date change for the following professional employee:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Gerald J. Jeannett Guidance Counselor – Elem.	26	June 29, 2015

B. Classified Employees

It is recommended that the Board accept the retirement of the following employees:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Loretta Angotti Food Service Worker	19	March 27, 2015
Stephen Messes Maintenance	20	October 29, 2015
Darlene Strauch Paraprofessional	19	June 11, 2015
Donald Tambellini Custodian	13	June 26, 2015
Dorothy Zangrilli Paraprofessional	13	June 11, 2015

II. RESIGNATION

DEBRA ARGENTO – FOOD SERVICE WORKER

It is recommended that the Board accept the letter of resignation from **Debra Argento**, Food Service Worker, effective May 8, 2015.

III. SUBSTITUTE TEACHERS

In compliance with **Board Policy No. 405 – Employment of Substitute Professional Employees**, it is recommended that the Board approve the following individuals as substitute teachers for the 2014/2015 school year:

Blithe Brouwers	Music K-12
Lisa Over	Mathematics 7-12
Dennis Reft, Jr	Mid-Level Math; Elementary K-6

IV. TEACHING LOAD COMPENSATION

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load**, it is recommended that the following individuals be compensated as per this Article:

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

<u>Employee</u>	<u>Compensation</u>
Kelly Connolly	\$1,000
Lisa Forlini	\$2,000
Kevin Gallagher	\$1,000
Kenneth Hustava	\$2,000
Nicholas Kamberis	\$1,000
Joshua Kirchner	\$1,000
Mark Kopper	\$1,000
Nancy Kraemer	\$1,000
Michael Magri	\$1,000
Vivian McManus	\$2,000
Kim Smykal	\$1,000
Ben Stewart	\$1,000
Joan Young	\$2,000
Total:	\$17,000

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

<u>Employee</u>	<u>Compensation</u>
Donald Bowlin	\$ 200
Candice Bush	\$1,000
Suzanne Deemer	\$ 400
Karen Hagy	\$1,000
Heather Hakos-Hruby	\$1,000
Nicole Kochanski	\$1,000
Tricia Kreitzer	\$ 400
Michael Magri	\$1,000
Michael Orsi	\$1,000
Joseph Vallani	\$1,000
Total:	\$8,000

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

<u>Employee</u>	<u>Compensation</u>
Candice Bush	\$3,400
Linda Celli	\$3,000
Heather Hakos-Hruby	\$5,000
Jeffrey Oestreich	\$1,000
Beth Smith	\$2,000
Nancy Stadler	\$3,000
Total:	\$17,400

D. Elementary Teacher Stipends for Second Semester

<u>Employee</u>	<u>Compensation</u>
Deborah Bucek	\$3,000
Lori DeMartino	\$1,000
Kelly Diven	\$2,000
Jennifer Harke	\$2,000
Scott Mizikar	\$1,000
Kristie Rosgone	\$2,000
Total:	\$11,000

V. TENURE

In compliance with **Board Policy No. 404 – *Employment of Professional Employees***, it is recommended that the Board recognize the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

<u>Employee</u>	<u>Effective</u>	<u>School</u>
Shane Hallam	April 30, 2015	Keystone Oaks High School

VI. BEREAVEMENT DAYS FOR FULL-TIME FOOD SERVICE EMPLOYEES

It is recommended that the Board approve bereavement days for the full-time Food Service employees as follows:

- Three (3) days leave will be granted for a death in the immediate family (father, mother, brother, sister, spouse, child, grandparent, grandchild, parent-in-law, daughter/son-in-law, sister/brother-in-law or near relative residing in the same household as the employee);
- Two (2) days leave will be granted for death of a near relative; and
- One (1) day leave will be granted for the death of a friend

FINANCE REPORT

May 28, 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 May 21, 2015 (Check No. – 46430 – 46589)	\$510,678.00
	• AIU – ESY (Check No. 46270)	\$166,852.86
B.	Risk Management as of May 21, 2015 (Check No. – 1102 – 1112)	\$439,419.92
C.	Food Service Fund as of May 21, 2015 (Check No. 4290 – 4303)	\$38,571.69
D.	Athletics as of May 21, 2015 (Check No. 1445 – 1488)	\$6,837.65
E.	Renovations as of May 21, 2015 (Check No. 1006 – 1007)	\$29,229.00
	TOTAL	\$1,191,589.12

II. CONTRACT TO SELL OR PURCHASE MEALS –HEAD START

It is recommended the Board approve the *Contract to Sell or Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2015/2016 school year.

III. BUDGET TRANSFERS

It is recommended that the Board approve the following athletic budget transfers on page 13:

KEYSTONE OAKS SCHOOL DISTRICT
 BUDGET TRANSFERS - REQUEST
 Thursday, May 28, 2015

TO / FROM	DESCRIPTION	ACCOUNT	ASN	DEBIT	CREDIT
TO	General Fund -ATHLETICS Equipment	10-0101	8012	\$ 23,800.00	
FROM	ATHLETIC FUND - 29 CASH	29-0101	6675	\$ -	\$ 23,800.00
	Transfer from Fund 20 Athletic Fund to General Fund Athletics for the purchase of the following:				
	New Gym Chairs includes rack	\$ 5,000			
	Middle School Soccer Uniforms - new team - 60	\$ 4,200			
	Basketball Shooting Machine refurbish	\$ 1,000			
	All Star Chisel Drag	\$ 3,600			
	Wrestling Mats for Team Room	\$ 10,000			
				\$ 23,800.00	\$ 23,800.00

For Information Only

Explanations for monies being transferred:

- **Gym chairs-** Current chairs are 10 years old, falling apart, torn and damaging the gym floor
- **Middle School soccer uniforms-** Old varsity uniforms sizes did not match, short uniforms and uniforms are discolored
- **Basketball shooting machine-** Machine is over 10 years old, has not been updated or maintained over the years; nets are torn and belts need upgraded or adjusted
- **Drag-** Current field drag is damaged and beyond repair; drag lasted 8 years
- **Wrestling mats for team room-** Current mats are over 15 years old; athletes are getting injuries due to mats hardening

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 10 MONTH APRIL/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,867,855	\$ 27,467,936	\$ 578,491
7000	State Revenue Sources	\$ 10,281,927	\$ 7,205,655	\$ 10,295,423	\$ 13,496
8000	Federal Revenue Sources	\$ 442,155	\$ 151,346	\$ 430,132	\$ (12,023)
Total Revenue		\$ 37,613,527	\$ 34,224,856	\$ 38,193,491	\$ 579,964
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,192,379	\$ 10,628,964	\$ 15,223,105	\$ (30,726)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 6,355,853	\$ 8,418,565	\$ 52,839
300	Services	\$ 1,376,005	\$ 1,193,119	\$ 1,455,710	\$ (79,705)
400	Property Services	\$ 1,333,191	\$ 1,142,857	\$ 1,293,095	\$ 40,096
500	Other Services	\$ 4,721,747	\$ 3,684,333	\$ 4,658,156	\$ 63,591
600	Supplies/Books	\$ 1,217,885	\$ 1,171,534	\$ 1,237,408	\$ (19,523)
700	Equipment/Property	\$ 202,100	\$ 154,867	\$ 171,868	\$ 30,232
800	Other Objects	\$ 993,796	\$ 937,807	\$ 984,445	\$ 9,351
900	Other Financial Uses	\$ 4,086,200	\$ 4,072,264	\$ 4,094,515	\$ (8,315)
Total Expenditures		\$ 37,594,707	\$ 29,341,598	\$ 37,536,867	\$ 57,840
Revenues exceeding Expenditures		\$ 18,820	\$ 4,883,258	\$ 656,624	\$ 637,804

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
APRIL 30, 2015**

	3/31/2015		DEBIT		CREDIT		INTEREST		4/30/2015
	ENDING		RECEIVED		DISBURSED		INCOME		ENDING
	BALANCE								BALANCE
GENERAL FUND									
PNC BANK	\$ 1,272,846	\$	1,865,021	\$	(2,760,461)	\$	-	\$	377,406
PAYROLL (pass-thru account)	\$ 15,018	\$	787,812	\$	(779,089)			\$	23,741
PLGIT	\$ 11,021,019		5,844,056	\$	(6,735,093)	\$	52	\$	10,130,033
PSDLAF	\$ 154,635			\$	-	\$	-	\$	154,635
INVEST PTOGRAM	\$ 170,776					\$	7	\$	170,784
	\$ 12,634,294	\$	8,496,888	\$	(10,274,643)	\$	59	\$	10,856,598
CAFETERIA FUND									
PNC BANK	\$ 11,724	\$	39,900	\$	(5,470)			\$	46,154
PLGIT	\$ 311,341	\$	-	\$	-	\$	7	\$	311,349
	\$ 323,065	\$	39,900	\$	(5,470)	\$	7	\$	357,503
CONSTRUCT FUND / CAP RES									
PNC BANK	\$ 3,086,144	\$	-	\$	(5,356)	\$	25	\$	3,080,813
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,582	\$	-	\$	-	\$	7	\$	3,503,589
	\$ 6,589,726	\$	-	\$	(5,356)	\$	32	\$	6,584,402
RISK MANAGEMENT FUND/TAX REFUNDS									
PNC BANK	\$ 942,581	\$	-	\$	(4,898)	\$	8	\$	937,691
GRAND TOTAL	\$ 20,489,666	\$	8,536,788	\$	(10,290,367)	\$	106	\$	18,736,194

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of March 31, 2015	\$ 115,872.25	\$ 64,000.42
Deposits (General Fund Transfer)	\$ 12,963.73	\$ 30.00
Subtotal	\$ 128,835.98	\$ 64,030.42
Expenditures	\$ 19,702.77	\$ 2,365.00
Cash Balance as of April 30, 2015	\$ 109,133.21	\$ 61,665.42

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

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 10 MONTH APRIL/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 389,610	\$ 465,000	\$ (10,355)
7000	State Revenue Subsidy	\$ 87,647	\$ 17,060	\$ 48,498	\$ (39,149)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 239,388	\$ 356,000	\$ (29,159)
Total Revenue		\$ 948,161	\$ 646,059	\$ 869,059	\$ (78,663)
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 347,018	\$ 282,710	\$ 314,995	\$ 32,023
200	Benefits	\$ 139,201	\$ 110,525	\$ 129,341	\$ 9,860
	Professional/Technical				
300	Services	\$ 200	\$ 1,434	\$ 1,500	\$ (1,300)
400	Property Services	\$ 8,750	\$ 4,756	\$ 6,650	\$ 2,100
500	Other Services	\$ 2,725	\$ 1,605	\$ 1,800	\$ 925
600	Supplies/Food	\$ 438,206	\$ 310,166	\$ 329,666	\$ 108,540
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ 66,514	\$ (65,514)
800	Other Objects	\$ -	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 776,610	\$ 850,466	\$ 86,634
INCOME / (LOSS)		\$ 11,061	\$ (130,551)	\$ 19,032	\$ (7,971)

FACILITIES REPORT

May 28, 2015

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. INSTALLATION OF CAMERAS AT ELEMENTARY BUILDINGS

It is recommended that the Board approve **North Star Communications, Inc.** for the installation of cameras at Aiken, Dormont and Myrtle Avenue Elementary Schools at an amount not to exceed \$25,000.00.

For Information Only

The funds for the School Security Camera Project are from the Safe Schools Grant.

II. NAVIGATE PREPARED

It is recommended that the Board approve the contract with NaviGate Prepared for the purchase of a school safety response data system at a cost of \$8,200 for the 2015/2016 school year.

For Information Only

In the event of an emergency, school employees, administration and police, SWAT, and fire responders would have at their smart phone a quick app that contains all the emergency information recommended by PEMA and more:

- Call lists, maps and floor plans
- Virtual binders, emergency flip charts, 360 degree photographs of every single room and closet in the entire District, live IP video camera feeds
- Safety information, contact information, Emergency Response Plans

There will be an annual license renewal of \$2,000 per year beginning in year two and all recurring years.

III. AT&T UPGRADE FOR ANTENNAS

It is recommended that the Board approve AT&T to upgrade its antennas on the Keystone Oaks Middle School roof as per the Consent Letter. Additional RF testing will follow after installation.

IV. WATER-BASED TRAFFIC MARKINGS

It is recommended that the Board approve water-based traffic markings for the newly paved surfaces on all District property.

KEYSTONE OAKS SCHOOL DISTRICT

ALUMNI ACHIEVEMENT AWARD



I.) Mission:

The purpose of the Keystone Oaks School Alumni Achievement Award is to honor and perpetuate the memory of those individuals whose post graduate accomplishments have brought recognition, honor, distinction, and excellence to the Keystone Oaks School District through their accomplishments or contributions in academia, arts, citizenry or through their professional achievements.

II.) Committee's Purpose:

- 1.) Solicit and review nominations for receipt of the Alumni Achievement Award
- 2.) Select (elect) members to receive the Alumni Achievement Award.
- 3.) Organize and conduct recognition ceremonies.

III.) Committee's Membership:

- 1) Board President
- 2) Board Vice President
- 3) Chairperson of the Communications Committee
- 4) Two previously inducted alumni as recommended by the superintendent.
(This rule will obviously not apply in the first year of the program).
- 5) Senior Class President of the most recent graduating class
- 6) Current Senior Class President

- 7) Current President of the Board of Trustees of the Golden Wings Foundation
(*The President may appoint another Board Member to serve*)
- 8) Two current Keystone Oaks staff members as recommended by the superintendent
- 9) Members of the Communications Committee may also serve if they are available.

The public relations director will serve as the chairperson and primary advocate for each nominee. The chairperson will have no voting responsibility or voting authority.

IV.) Meetings:

A minimum of two per year and as business dictates.

V.) Eligibility:

- 1.) A person will be considered eligible for nomination for the Keystone Oaks Alumni Achievement Award if, at the time of nomination, he/she fulfills all of the following criteria:
 - a.) The individual is an alumnus of the Keystone Oaks High School or Dormont High School.
 - b.) The time period since receiving his/her diploma has been at least ten years. Additionally, each year, the committee may elect to induct one individual who has graduated within the past 10 years and has met the criteria of extraordinary achievement in academia and/or the arts; professional accomplishments; and/or service to the Keystone Oaks community.
 - c.) The individual has distinguished himself/herself in his/her area of accomplishment and attributes a portion of his/her success to the time he/she spent at Keystone Oaks. Specifically, successful candidates must be judged to have met some level of extraordinary achievement in academia and/or the arts; professional accomplishments; and/or service to the Keystone Oaks community.
- 2.) A person will be considered eligible for nomination as an honorary alumnus if, at the time of nomination, he/she fulfills the following criteria:
 - a.) The individual did not attend Keystone Oaks High School but has made significant contributions to Keystone Oaks.
 - b.) The individual has not been employed by the Keystone Oaks School District for at least five years, though they may still maintain an affiliation with the district.

VI.) Nominations:

- 1.) A nomination shall consist of a completed nomination form and biographical information including the candidate's employment history, education background, professional and related affiliations, honors and achievements.

It is the responsibility of the nominator to provide complete information. Optional supporting materials can be included as part of the nomination. (Please do not include original clippings, photos or other materials as these will not be returned.)

- 2.) Nominations will be received by the chair of the committee. This person will be responsible for compiling necessary information for presentation to the selection committee.
- 3.) Nominations will be accepted from any source, including members of the committee.
- 4.) No member of the committee may be nominated for an Alumni Achievement Award during his/her term.
- 5.) No limit shall be applied to the number of times a nominee may be considered.
- 6.) A new list of nominees will be generated each year. Previous nominations will be retained for consideration for three years.

VII.) Selection and Election:

- 1.) Each year the Keystone Oaks Alumni Achievement Award Committee may elect a maximum of four eligible alumni inductees.
- 2.) Each year the Committee may elect one honorary alumni inductee.
- 3.) A two-thirds majority vote of the committee membership shall be required for election of an inductee.

VIII.) Honors and Awards:

- 1.) Honorees will be officially recognized and inducted at an appropriate ceremony as determined by the selection committee and the superintendent.
- 2.) Each inductee will receive an individual award and his/her name will be inscribed on an Alumni Achievement Award plaque that will be on permanent display.

IX.) General Details:

- 1.) Timing for soliciting nominations, selection of inductees, and time and location of ceremonies shall be established by the committee with approval of the superintendent.
- 2.) Any exceptions or changes to this document shall require a two-thirds majority vote of the membership of the committee and the approval of the school board.

KEYSTONE OAKS SCHOOL DISTRICT ALUMNI ACHIEVEMENT AWARD NOMINATION BALLOT



1.) NOMINEE INFORMATION

A.) Name: _____

B.) Maiden Name: _____

C.) Nickname: _____

D.) Address: _____

E.) City, State & Zip: _____

F.) Telephone: _____

G.) Date of birth: _____ H.) Date of graduation: _____

2.) DECEASED NOMINEE INFORMATION:

A.) Name: _____

B.) Maiden Name: _____

C.) Nickname: _____

D.) Address: _____

E.) City, State & Zip: _____

F.) Telephone: _____

G.) Date of birth: _____ H.) Date of graduation: _____ I.) Date of death: _____

J.) Nearest living relative: _____

3.) BIOGRAPHICAL INFORMATION *Alumni Award* (Include accomplishments, awards, honors, etc.):

4.) BIOGRAPHICAL INFORMATION *Honorary Alumni Award* (Include contributions and area of service to Keystone Oaks):

You may also attach additional information.

ALL NOMINATIONS ARE DUE FRIDAY, July 31, 2015. NOMINATIONS RECEIVED AFTER THAT DEADLINE WILL NOT BE CONSIDERED.

For traditional mailing purposes, please return your completed application including your complete contact information to the address below:

Sarah Welch
c/o Keystone Oaks School District
1000 Kelton Avenue
Pittsburgh, PA 15216-1984

For electronic mailing purposes, please return your completed application including your contact information to the address below:

welch@kosd.org

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 836

Section OPERATIONS

Title WORKERS' COMPENSATION
TRANSITIONAL RETURN-TO-
WORK PROGRAM

Adopted _____

Revised _____

	POLICY NO. 836 WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM	
Section 1	<u>Purpose</u> The Board adopts this policy to provide transitional temporary work assignment while an injured school district employee on workers' compensation continues medical treatment and/or therapy in order to facilitate the safe, timely return of injured school district employees to transitional or regular employment by making every reasonable effort to return the employee to work at the earliest possible time, based on medical approval, and also to help promote the productivity and/or efficiency of school district operations.	
Section 2	<u>Authority</u> In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations. This policy may, at the discretion of the Superintendent or his/her designee, provide a transitional, temporary work assignment to a school district employee who meets all of the following conditions:	

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

1. Has been injured at work.
2. Is disabled as defined under the state Workers' Compensation Act.
3. Is capable of productive work.
4. Cannot return to his/her pre-injury job for the District with or without reasonable accommodations as a result of his/her work injury.
5. Is expected to be able to return to his/her pre-injury job within a definite period of time.
6. Is being paid workers' compensation disability benefits.

Any employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:

1. Employee cannot perform the assigned transitional temporary work assignment.
2. Employee is unable to return to his/her pre-injury occupation without reasonable accommodations within a reasonable period of time.

The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the District.

Section 3

Delegation of Responsibility

The Superintendent or designee shall establish and oversee a transitional return-to-work program, coordinating the efforts of appropriately involved school district staff persons and develop administrative regulations to implement the Board policy.

The Superintendent or designee shall determine, at his/her discretion, if a transitional temporary work assignment will be offered to an eligible employee. When the interactive process, required by the Americans With Disabilities Act (ADA), is going to be engaged in, the Superintendent or designee shall

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

engage the solicitor or special labor counsel.

The Superintendent or designee shall ensure that all District staff responsible for the transitional return-to-work program shall receive appropriate training on a periodic basis from legal counsel with expertise in the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), workers' compensation and labor relations. The training shall include, but not necessarily be limited to information on the interaction of the transitional return-to-work programs and applicable laws, contracts, collective bargaining agreements, and/or benefit/compensation plans.

Section 4

Guidelines

The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.

The work offered to the employee will be within restrictions set forth by the medical care provider. Provisions of any applicable collective bargaining agreement shall be followed if there is a conflict between this policy and any such contract or law. Any transitional return-to-work program may be adjusted and/or altered based on specific language of an applicable agreement, understanding that program and Board policy are inherent managerial prerogatives.

Nothing in this policy shall be construed as requiring that a transitional temporary work assignment be provided to an eligible employee or that the essential functions of any job be eliminated. Transitional temporary work assignments are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations. The development of a transitional return-to-work assignment shall occur in coordination with the employee's medical provider(s).

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RETURN-TO-WORK PROGRAM**

Duration of Modified Duty Program

1. Participation in the transitional return-to-work program is not intended to be for an unlimited duration. The program is intended to be of a temporary duration enabling an applicable employee reasonable time to rehabilitate and return to their full duty assignment with or without reasonable accommodations or to secure another regular position where they can perform the essential functions of the job with or without reasonable accommodation.
2. Participation in the transitional return-to-work program shall not exceed six (6) months, unless an exception is granted by the Board. Exceptions will only be granted when it is expected that the individual's return to a regular full-duty assignment is imminent.
3. This program in no way affects the employee's entitlement to benefits under workers' compensation laws as they apply within the state.
4. At its discretion, the District reserves the right to place employees at any time in regular job assignments within their classification where they can perform the essential functions of the job with or without reasonable accommodation.
5. The District may terminate an employee's participation in the transitional return-to-work program at any time when an employee fails to meet the program requirements or when, in the opinion of the District, continued participation is not practical.

Discipline For Noncompliance

Disciplinary actions may be taken against any employee who fails to observe the requirements of the transitional return-to-work program in accordance with the District's policies, procedures and/or regulations and/or as per the applicable agreement or plan.

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

References:

Workers' Compensation Act – 77 P.S. Sec. 1 et seq.

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

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

Family and Medical Leave, Title 29, Code of Federal
Regulations – 29 CFR Part 825

Health Insurance Portability and Accountability Act, Title 45,
Code of Federal Regulations – 45 CFR Part 160, 164

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		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that a system of assessing student achievement can help the students, teachers and parents/guardians to understand and evaluate abetter assess the student's progress toward personal educational goals and the Pennsylvania Core standards.</p>	
Section 2	<p><u>Definition</u></p> <p>Assessment 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"> a. Determine a student's attainment of established academic standards. b. Learn the student's strengths and weaknesses. c. Plan an educational or vocational future for the student in areas of the greatest potential for success. d. Know where remedial work is required. <p>Grading shall be that system of measuring and recording student progress and achievement which enables the student, parent and teachers to:</p>	Title 22 Sec. 4.11

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS</p> <p>a. Learn the student's strengths and weaknesses;</p> <p>b. Plan an educational and vocational future for the student in areas of the greatest potential for success; and</p> <p>c. Know where remedial work is required.</p> <p>Such assessmentgrades 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><u>Authority</u></p> <p>The Board directs that the instructional program of this District include a system of assessing for all pupils which is consistent with the goals of the District and the regulations of the State Board 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"> a. Written work by students. b. Scientific experiments conducted by students. c. Works of art or musical, theatrical or dance performance by students. d. Demonstrations, performances, products or projects by students related to specific academic standards. e. Examinations developed by teachers to assess specific academic standards. f. Nationally or state available achievement tests. 	<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;">POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS</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>Section 1</p>	<p style="text-align: center;">POLICY NO. 218 STUDENT DISCIPLINE</p> <p><u>Purpose</u></p> <p>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.</p> <p>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.</p> <p>The Board will support the administration and faculty in efforts to develop a school environment conducive to providing optimum educational experiences for each student.</p> <p>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.</p> <p>The Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.</p>	
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**POLICY NO. 218
STUDENT DISCIPLINE**

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

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

POLICY NO. 218 STUDENT DISCIPLINE		
	<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>	<p>Title 22 Sec. 12.2, 12.3, 12.4 Pol. 103</p>
	<p>Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.</p>	<p>Title 22 Sec. 12.2 Pol. 235</p>
	<p>The Board believes the preservation of individual rights is absolutely necessary. Therefore, due process shall be accorded every individual.</p>	
	<p>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.</p>	
	<p>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.</p>	
Section 3	<p><u>Guidelines</u></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>	<p>Title 22 Sec. 12.5</p>
	<p>Any student disciplined by a district employee shall have the right to notice of the infraction.</p>	<p>Pol. 233</p>
	<p>Suspensions and expulsions shall be carried out in accordance with Board policy.</p>	<p>Pol. 233</p>

**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:

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

Has student vandalized district property before: _____ (yes/no)

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

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



Title CONTROLLED

SUBSTANCES/PARAPHERNALIADRUGS AND ALCOHOL

Guide

Adopted AUGUST 21, 1989

Revised NOVEMBER 16, 2009;
OCTOBER 19, 1998

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 227 CONTROLLED SUBSTANCES/PARAPHERNALIADRUGS AND ALCOHOL</p> <p><u>Purpose</u></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/PARAPHERNALIADRUGS AND
ALCOHOL

Section 2

Definitions

1. **Restricted Drugs** – Include 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, alcohol 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 beverage or device.
3. **Alcoholic Beverages** – A liquid intended for consumption with percentage alcohol content, including but not limited to liquor, beer, wine and grain alcohol. A 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.

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

POLICY NO. 227
CONTROLLED
SUBSTANCES/PARAPHERNALIADRUGS AND
ALCOHOL

6. **Possession** – The possession of any restricted drug, alcohol, any material purported to be such (look alike or 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.

SC 510, 511
Title 22 Sec. 12.3

POLICY NO. 227
CONTROLLED
SUBSTANCES/PARAPHERNALIADRUGS AND
ALCOHOL

5. Any student who, prior to being cited or investigated for 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.

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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Section 4

Delegation of Responsibility

The Superintendent shall ~~develop administrative establish rules and regulations to identify and control substance abuse in the schools which: implement this policy.~~

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

SC 1302.1-A,
1303-A
42 Pa. C.S.A. Sec.
8337

Section 5

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

Pol. 218, 233

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.

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 involving

Title 22 Sec. 10.2,
10.25

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possession, use or sale of controlled substances 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.

Pol. 825

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.

SC 1303-A
Pol. 825

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

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alternative assignment or the alternative education services shall be provided to the parent/guardian 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.

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

35 P.S. Sec. 807.1

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.

35 P.S. Sec. 807.2
Pol. 233

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.

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/AwarenessAdministrative 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.~~

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

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

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~~22 PA Code Sec. 12/42~~

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,~~

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*dazed appearance, incoherence, inability to respond.
This situation shall be handled as a health problem and
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

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~~substance is confiscated, usage is substantiated, or a student admits to usage, discipline will be 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.~~

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

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- ~~Confidentiality—Information will be limited to staff members who need to know about the situation.~~
- ~~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.~~

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- ~~Discipline/Rehabilitation~~— If there is additional evidence that the student is in possession, or has used 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.

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- ~~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 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.

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- ~~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 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.~~

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- ~~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 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

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~~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 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.

	<p style="text-align: center;">POLICY NO. 227 CONTROLLED SUBSTANCES/PARAPHERNALIA DRUGS AND ALCOHOL</p>	
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Notification of Police — Yes, police will be contacted.

Policy Guide



Policy No. 250

Section PUPILS

Title WEAPONS

Adopted SEPTEMBER 18, 1995

Revised DECEMBER 6, 2007;
OCTOBER 19, 1998

POLICY NO. 250 WEAPONS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of need to provide a safe school environment for all staff and students. It is further recognized that Ppossession 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>
Section 2	<p><u>Definitions</u></p> <p>Weapon – the term shall include but not be limited to any knife; cutting instrument; cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices; noxious chemicals; and/or any other tool, instrument or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or disruption to the educational setting.</p> <p>Possessing – 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>
Section 32	<p><u>Authority</u></p> <p>Students are prohibited from possessing and/or bringing onto school property, onto a school conveyance providing</p>

SC 1301-A, 1317.2

SC 1317.2

POLICY NO. 250 WEAPONS		
	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>SC 1317.2 Pol. 233</p>
Section 43	<p><u>Delegation of Responsibility</u></p> <p>Procedures shall be established by the Superintendent for the investigation, reporting and discipline of students found in violation of this policy.</p> <p>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.</p> <p>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 weapon by any person on school property.</p>	<p>SC 1317.2 Title 22 Sec. 10.23 20 U.S.C. Sec 1400 et seq. Pol. 113.1, 825</p> <p>SC 1302.1-A Pol. 805, 825</p>

POLICY NO. 250 WEAPONS

Section 54 Guidelines

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.

SC 1302.1-A,
1303-A, 1317.2
Title 22 Sec. 10.2,
10.21
Pol. 825

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 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

~~A. Violators of this policy shall be reported to the Superintendent.~~

~~B. Local law enforcement will be notified.~~

~~Required reports will be submitted to the Department of Education.~~

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.

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

POLICY NO. 250 WEAPONS

In accordance with the federal Gun-Free School Zone Act, 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.

18 U.S.C. Sec. 921, 922

Transfer Students

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.

SC 1317.2

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 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.

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

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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.

- 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

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

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><u>Purpose</u></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.</p>
Section 2	<p><u>Definitions</u></p> <p>Terroristic Threat – Shall mean a threat communicated either directly or indirectly to commit any crime of violence-committed with the intent to terrorize another;; to cause evacuation of a building, place of assembly or facility of public transportation;; or to otherwise 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>Terroristic Act – Shall mean an offense against property or involving danger to another person.</p> <p>Communication – Shall mean to conveys in person or by written or electronic means, including telephone, electronic mail, iInternet, facsimile, telex and similar transmissions.</p>
Section 3	<p><u>Authority</u></p> <p>The Board prohibits any dDistrict student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or</p>

18 PA C.S.A. Sec. 2706

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~~property owned, leased or being used by the District school building.~~

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.

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.

Section 4

Delegation of Responsibility

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.

~~The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.~~

~~The Superintendent shall be responsible for developing administrative regulations to implement this policy.~~

Section 5

Guidelines

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.

~~The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.~~

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

SC 1302.1-A
Pol. 805, 825

Title 22 Sec. 12.2

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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. 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 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 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

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~~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~~