

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, November 10, 2020**  
**7:00 PM**

## *MINUTES*

<b>Call to Order</b>	President Patricia Ann Shaw called the meeting to order at 7:00 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
<b>Public Comment</b>	<p>Dr. Stropkaj read aloud the public comment that was received from members of the community.</p> <p>Public comment was submitted by Bailey Barkley, Prabin Pradhan, Nicky and John Wilson.</p>
<b>Board President's Report</b>	<p><b>BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw</b></p> <p>The following action items will be considered at the November 17, 2020 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
<b>Board Minutes</b>	<p><b>BOARD MINUTES</b></p> <p>It is recommended that the Board approve the Work Session Minutes of October 13, 2020 and the Business/Legislative Minutes of October 20, 2020.</p>
<b>For Information Only</b>	<p><b><u>FOR INFORMATION ONLY</u></b></p> <p>I. Parkway West Career and Technology Center Report <i>Ms. Annie Shaw</i></p> <ul style="list-style-type: none"><li>• Ms. Shaw reported that at this time Parkway students have returned to 4 days of in person learning for the time being.</li></ul> <p>II. SHASDA Report <i>Mr. Santo Raso</i></p> <p>III. PSBA/Legislative Report <i>Mrs. Theresa Lydon</i></p>

IV. News from the Boroughs

Executive Session

**EXECUTIVE SESSION**

Executive Session was held after this evening's Work Session to discuss personnel matters and negotiations.

Superintendent's Report

**SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the November 17, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Policy 111

**SECOND READING POLICY 111: LESSON PLANS**

It is recommended that the Board approve the SECOND READING of Policy 111: *Lesson Plans*.

Policy 203

**SECOND READING POLICY 203: COMMUNICABLE DISEASE AND IMMUNIZATION**

It is recommended that the Board approve the SECOND READING of Policy 203: *Communicable Disease and Immunization*.

Policy 209

**SECOND READING POLICY 209: HEALTH EXAMINATIONS/SCREENINGS**

It is recommended that the Board approve the SECOND READING of Policy 209: *Health Examinations/Screenings*.

Policy 256

**SECOND READING POLICY 256: BULLYING/CYBERBULLYING**

It is recommended that the Board approve the SECOND READING of Policy 256: *Bullying/Cyberbullying*.

Policy 705

**FIRST READING POLICY 705: FACILITIES AND WORKPLACE SAFETY**

It is recommended that the Board approve the FIRST READING of Policy 705: *Facilities and Workplace Safety*.

Policy 804

**FIRST READING POLICY 804: SCHOOL CALENDAR/DAY**

It is recommended that the Board approve the FIRST READING of Policy 804: *School Calendar/Day*.

Policy 904

**FIRST READING POLICY 904: PUBLIC ATTENDANCE AT SCHOOL EVENTS**

It is recommended that the Board approve the FIRST READING of Policy 904: *Public Attendance at School Events*.

**Policy 907**

**FIRST READING POLICY 907: SCHOOL VISITORS**

It is recommended that the Board approve the FIRST READING of Policy 907: *School Visitors*.

**Abolish Attachments**

**ABOLISH OF ATTACHMENTS OF POLICIES**

It is recommended that the Board abolish the following attachments of Policies:

Policy-AR-1: *Form A Incident Report*

Policy-AR-2: *Form B Fact Finding*

**Professional Development**

**PROFESSIONAL DEVELOPMENT**

It is recommended that the Board approve the following professional development virtual conference:

<b>Tricia Kreitzer</b>	Next Generation Science Standards, Grade 6-12 Train the Trainer Institute Bureau of Education and Research December 7 – 8, 2020	\$645.00
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For Information Only

The cost for this virtual conference will be paid from Title IV funds. Ms. Kreitzer is the 6-12 Science Curriculum Leader.

**Personnel Report**

**PERSONNEL REPORT – Mr. Matthew Cesario & Ms. Patricia A. Shaw**

The following action items will be considered at the November 17, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Resignation**

**RESIGNATION**

It is recommended that the Board accept the following resignation:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Teresa Nones	Paraprofessional	October 9, 2020

**Appointments**

**APPOINTMENTS**

**1. Long Term Substitute**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the employment of the following individual:

**Amy Kendall**

ESL/District Wide

Effective - October 13, 2020 – June 11, 2021

Salary - \$45,000.00 (M, Step1) (pro-rated)

**2. Secretary**

In compliance with the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2018-2022*, it is recommended that the Board approve the employment of the following individual:

**Courtney Saxon**

Secretary – Pupil Services

Effective – November 2, 2020

Salary - \$35,579.02 (pro-rated)

**3. After-School Tutoring Program**

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2020/2021 school year:

<u>Employee</u>	<u>School</u>
Nicole Nicolai	Myrtle Avenue Elementary School
Danielle Kandrack	Keystone Oaks High School

For Information Only

Teachers compensation for After School Tutoring are paid from the Ready to Learn Block Grant.

**4. Club Sponsors and Stipend – 2020/2021 School Year**

In compliance with the *Keystone Oaks Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2020/2021 school year:

<u>Club</u>	<u>Name</u>	<u>Stipend</u>
Matthew Richert	Best Friends Club (HS)	\$1,200.00

**5. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2020/2021 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Basketball (Boys)</b>	Head Coach	<b>Phil McGivney</b>	\$6,300.00
	Assistant	<b>Clyde Manns</b>	\$4,090.00
	Assistant	<b>Corey Belovich</b>	\$3,470.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Jim Feeney</b>	\$3,070.00
	Middle School	<b>Mike Orosz</b>	\$2,000.00
<b>Basketball (Girls)</b>	Head Coach	<b>Ron Muszynski</b>	\$6,300.00
	Assistant	<b>Richard Barrett</b>	\$4,300.00
	Assistant	<b>Belma Nurkic</b>	\$4,300.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Taylor Brownlee</b>	\$3,070.00
<b>Swimming</b>	Head Coach	<b>Jeff DiGiacomo</b>	\$5,800.00
	Assistant	<b>Madeline Morris</b>	\$3,000.00
<b>Wrestling</b>	Head Coach	<b>Andrew Bell</b>	\$6,300.00
	Assistant	<b>Al Harris</b>	\$4,300.00
	Assistant	<b>Jesse Byerly</b>	\$3,200.00
	Assistant	<b>Blaine Johnson</b>	\$3,400.00
	Assistant	<b>Nick Kamberis</b>	\$2,300.00
	Volunteer	<b>Joe Kazalas</b>	
	Volunteer	<b>John Kazalas</b>	
<b>Volleyball (MS Girls)</b>	Coach	<b>Hope Harris</b>	\$2,475.00
	Assistant	<b>OPEN</b>	\$2,270.00

For Information Only

Approval of the Winter Sports is conditional on the fact that Winter Sports are held as per the PIAA, WPIAL, and District.

Leave of Absence

**LEAVE OF ABSENCE**

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

Employee 3297 – Effective October 30, 2020 to December 11, 2020

Finance Report

**FINANCE REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the November 17, 2020

Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Accounts Payable

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH OCTOBER 31, 2020**

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

A. General Fund as of October 31, 2020 (Check No. 63083-63082)	\$1,006,427.06
B. Food Service Fund as of October 31, 2020 (Check No. 9285-9286 & Check No. 9500-9508)	\$17,851.75
C. Athletics as of October 31, 2020 (Check No. 3231-3237)	\$5,962.68
D. Capital Reserve as of October 31, 2020 (Check No. 1646-1647)	\$1,177,808.71
<b>TOTAL</b>	<b>\$2,208,050.20</b>

ACA TaxTrack

**ACA TAXTRACK SOFTWARE LICENSE AGREEMENT**

The Administration recommends that the Board approve the ACA TaxTrack Software License Agreement between AMCA Systems, LLC and the Keystone Oaks School District for the tax year 2020 at a cost of \$2,650.00.

For Information Only

The license fee will cover filing requirements for the 2020 tax year. The cost for the Software License is an increase in \$100.00 from the previous year.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020-2021 BUDGET TOTAL</b>	<b>2020-2021 4 MONTH NOVEMBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,055,241	\$ 24,945,250	\$ (4,109,991)
7000	State Revenue Sources	\$ 12,349,006	\$ 1,388,007	\$ (10,960,999)
8000	Federal Revenue Sources	\$ 946,330	\$ 22,342	\$ (923,988)
<b>Total Revenue</b>		<b>\$ 42,350,577</b>	<b>\$ 26,355,599</b>	<b>\$ (15,994,978)</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,502,435	\$ 3,093,007	\$ 14,409,428
200	Benefits	\$ 10,794,110	\$ 1,284,688	\$ 9,509,422
300	Professional/Technical Services	\$ 1,863,096	\$ 290,989	\$ 1,572,107
400	Property Services	\$ 1,124,200	\$ 265,810	\$ 858,390
500	Other Services	\$ 5,242,271	\$ 1,326,346	\$ 3,915,925
600	Supplies/Books	\$ 1,334,927	\$ 839,893	\$ 495,034
700	Equipment/Property	\$ 328,850	\$ 877,815	\$ (548,965)
800	Other Objects	\$ 490,420	\$ 21,222	\$ 469,198
900	Other Financial Uses	\$ 4,500,000	\$ 209,750	\$ 4,290,250
<b>Total Expenditures</b>		<b>\$ 43,180,309</b>	<b>\$ 8,209,520</b>	<b>\$ 34,970,789</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (829,732)</b>	<b>\$ 18,146,079</b>	<b>\$ 18,975,811</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2020**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 10/1/2020	\$ 74,413.88	\$ 2,764.22
Deposits	\$ 12.23	\$ 6,485.29
Subtotal	\$ 74,426.11	\$ 9,249.51
Expenditures	\$ -	\$ 1,803.50
Cash Balance - 10/31/2020	\$ 74,426.11	\$ 7,446.01

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2020**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,864,401
PAYROLL (pass-thru account)	\$ 19,139
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 7,446
PLGIT	\$ 6,789,687
FNB MONEY MARKET	\$ 14,078,680
PSDLAF	\$ 162,288
INVEST PROGRAM	\$ 181,655
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,983,965
COMPENSATED ABSENCES	\$ 430,017
	<b>\$ 25,517,278</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 210,548
PLGIT	\$ 361,320
	<b>\$ 571,868</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 124,604
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<b>\$ 125,405</b>
<b>GRAND TOTAL</b>	<b>\$ 26,214,551</b>



**FACILITIES REPORT – Mr. Santo Raso**

The following action items will be considered at the November 17, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**For Discussion Only**

- Update on RFP for Stadium/Gymnasium/Pool Video

**For Information Only**

- The District had lead testing completed throughout the District in September 2020 and is in complete compliance throughout the District.
- Ms. Shaw announced that there will be a Policy Committee Meeting on Monday, November 16 at 6:30 p.m.

**ADJOURNMENT**

On the motion of Mrs. Lydon, seconded by Mr. Cesario, the meeting was adjourned at 7:23 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary

## Work Session Public Comment November 10, 2020

<b>Name</b>	<b>Borough of Residency</b>	<b>Comment</b>
Bailey Barkley	Dormont	I have no comments
Prabin Pradhan	Castle Shannon	Good
Nicky	Dormont	These kids need to use their lockers. My son's back is hurting all the time from walking from school to home
John Wilson	Dormont	i believe the school board should consider bringing back the all virtual days on wednesdays again. I saw on the facebook that the teachers voted and want them back. were they asked about this before the decision, was it discussed? With no more snow days (which should also be reversed!!!) arent the virtual days practice for the kids and teachers for how those at home days will be? Was there no cleaning done wednesdays before? virus numbers are growing, we get emails every week of new cases. it wasnt broke, it didn't need fixed! Please change it back

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised MARCH 21, 2017;  
FEBRUARY 16, 1998

	<b>POLICY NO. 111 LESSON PLANS</b>	
<b>Section 1</b>	<p><u>Authority</u><del>Purpose</del></p> <p>To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p>	SC 510
<b>Section 2</b>	<p><u>Delegation of Responsibility</u></p> <p>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Lesson plans shall be inspected and must conform to the guidelines established by the District’s Administrative Team.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation.</p> <p>Lesson plans shall be completed and submitted in the designated online platform(s) for review.</p> <p>Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.</p> <p>Lesson plans must be available for immediate access by assigned substitute teachers.</p> <p><del>The Board requires that lessons will be well planned with deliberate attention to both unit and daily goals; that varied</del></p>	

**POLICY NO. 111  
LESSON PLANS**

~~strategies will be employed to address learning styles and individual needs; that there will be well defined student expectations and means of assessment; that plans will be developed a minimum of one week in advance and will be submitted for administrative review before implementation. Plans will be in accordance with Guides for Planned Instruction. However they may be modified due to timeline and students needs and reactions.~~

**Section 2**

**Guidelines**

Lesson design will emphasize the development of critical skills and essential knowledge as defined in the planned course guide. There will also be specific reference to the use of technology and writing activities.

Guidelines for implementation of this policy shall include:

1. Lesson plans be prepared using the District's online platform.
2. The format for lesson plans shall be decided by the Administrative Team.
3. Lesson plans for individualized programs shall reflect a general overview and purpose of the instructional program; individual student plans or records may serve as an integral part of the lesson plan.

~~Teachers will maintain professional files containing lesson preparation. Copies of lessons will be made available electronically to administrators on a weekly basis. Teachers will make such plans available to substitute teachers.~~

Previously Revised: March 21, 2017; February 16, 1998

References:

School Code – 24 P.S. Sec. 510

# Policy Guide



Policy No. 203

Section PUPILS

Title COMMUNICABLE DISEASES AND IMMUNIZATION

Adopted JUNE 27, 1998

Last Revised JUNE 27, 2017;  
MARCH 26, 2015;  
OCTOBER 19, 1998

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that <b>guidance and orders from state and local officials</b>, established <b>Board policy, administrative regulations, and guidelines</b> <b>Board-approved health and safety plans</b> be followed by students, <b>person(s) in parental relation</b> <b>arents/guardians</b> and district staff.</p>	<p>SC 1303a  <del>Title-28 PA Code</del>  <del>Sec. 23.81 et seq.</del></p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Certificate of Immunization</b> – The official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the <b>person in parental relation</b> <b>arent/guardian</b> or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.</p> <p><b>Medical Certificate</b> – The official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.</p>	<p><del>Title-28 PA Code</del>  <del>Sec. 23.82</del></p> <p><del>Title-28 PA Code</del>  <del>Sec. 23.82</del></p>

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

**Section 32** **Guidelines**

Immunization

All students shall be immunized against specific diseases in accordance with Pennsylvania law and regulations, unless specifically exempt for religious or medical reasons.

SC 1303a  
~~Title 28 PA~~  
~~CodeSec.~~ 23.81 et seq.  
~~Title 22 PA~~  
~~CodeSec.~~ 11.12

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

~~Title 28 PA~~  
~~CodeSec.~~ 23.85

A student shall be exempt from immunization requirements whose ~~person in parental relation~~ ~~parent/guardian~~ objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

SC 1303a  
~~Title 22 PA~~  
~~CodeSec.~~ 11.20  
~~Title 28 PA~~  
~~CodeSec.~~ 23.83, 23.84

A student who has not been immunized in accordance with state and/or county regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, ~~or in accordance with programs or guidance established by the PA Department of Health or a local health department.~~

SC 1303a  
~~Title 22 PA~~  
~~CodeSec.~~ 11.20  
~~Title 28 PA Code~~  
~~Sec.~~ 23.83, 23.84, 23.85

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.

~~Title 28 PA~~  
~~CodeSec.~~ 23.85, Pol. 200, 240

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the

~~Title 28 PA~~  
~~CodeSec.~~ 23.85

<b>POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION</b>	
<p>requirements for an exemption.</p> <p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building principal.</p> <p>Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.</p> <p><b><u>Health Records</u></b></p> <p>A comprehensive health record shall be maintained for each student enrolled in the District. The record shall include the results of required tests, measurement, screenings, regular and special examinations, and medical questionnaires.</p> <p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or; <del>at the request of the parent/guardian;</del> to a physician <del>at the written request of the person in parental relation-or otherwise authorized or required under applicable law.</del> The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.</p> <p><b><u>Communicable Diseases</u></b></p> <p>The Board <del>directs</del><del>authorizes</del> that students who have been diagnosed by a physician or are suspected <del>of having a disease by the school nurse-of having a disease or infectious condition, as described in and defined by regulations issued by the Department of Health;</del> shall be excluded from school for the period indicated by regulations <del>of the PA Department of Health or guidance from state or local health officials for specified</del><del>such</del> diseases or infectious conditions.</p> <p>Person(s) in parental relation shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due</p>	<p>SC 1303a</p> <p><del>Title-28 PA CodeSec. 23.83, 27.77</del></p> <p>SC 1402 Pol. 209</p> <p>SC 1409 20 U.S.C. 1232g 34 CFR Part 99 Pol. 113.4, 216, 805</p> <p><del>Title-28 PA CodeSec. 27.71, 27.72</del> Pol. 204, 209</p> <p>28 PA Code 27.71, 27.72 Pol. 204</p>

**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

to communicable disease. Person(s) in parental relation of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.

The Board directs school staff to request emergency contact information from person(s) in parental relation of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.

~~Title-28 PA~~  
~~CodeSec.~~ 27.1,  
27.2, 27.23

Education

Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations ~~and Board approved curriculum.~~

~~Title-22 PA~~  
~~CodeSec.~~ 4.29

Person(s) in parental relation ~~arents/guardians~~ shall be informed of and be provided opportunities during school hours to review all curriculum materials used in ~~such~~ instruction relative to communicable and life-threatening diseases, in accordance with Board policy.

~~Title-22 PA~~  
~~CodeSec.~~ 4.4, 4.29  
Pol. 105.1

**Section 43 Delegation of Responsibility**

The Superintendent or designee shall:

1. Ensure that person(s) in parental relation ~~arents/guardians~~ are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.

SC 1303a  
~~Title-28 PA~~  
~~CodeSec.~~ 23.83,  
23.84, 23.85  
Pol. 200, 201



**POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION**

2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.
3. Annually review the State and/or county standards for immunization of students and direct the responsible district personnel accordingly.
4. Investigate and recommend to the Board such district-sponsored programs of immunization as may be warranted to safeguard the health of the school community. ~~Any~~ Such program shall be ~~is~~ subject to Board approval and ~~may~~ ~~should~~ be conducted in cooperation with local health agencies.
- ~~5.~~ **5. Promulgate** health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

~~Title-28 PA Code~~ **Sec. 23.82, 23.85**

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by **December 31 of each year** ~~as required by law~~. If the District is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.

~~Title-28 PA Code~~ **Sec. 23.86**

**Previously Revised: June 27, 2017; March 26, 2015; October 19, 1998**

**References:**

School Code – 24 P.S. Sec. 1303a, 1402, 1409

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 4.4, 11.20

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 23.82, 23.83, 23.84, 23.85, 27.1, 27.2, 27.23, 27.71, 27.72. 27.77

Board Policy – 105.1, 200, 201, 204, 209, 240

	<p><b>POLICY NO. 203</b> <b>COMMUNICABLE DISEASES AND IMMUNIZATION</b></p>	
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# Policy Guide



Policy No. 209

Section PUPILS

Title HEALTH EXAMINATIONS/SCREENINGS

Adopted AUGUST 21, 1989

Last Revised MAY 19, 2020

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In compliance with applicable law and regulations, and Board-approved health and safety plans<del>the School Code</del>, the Board shall require that district students<del>of this District</del> submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease; and to ensure that the student’s participation in health, safety and physical education courses meets the student’s individual needs,<del>and to ensure</del> that the learning potential of each student is not lessened by a remediable physical disability.</p>	<p>SC 1401, 1402, 1403 22 PA Code 12.41</p>
<b>Section 2</b>	<p><b><u>Guidelines</u></b></p> <p>Each student shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade.</p> <p>Each student shall receive a dental examination upon original entry, while in third grade and in seventh grade.</p> <p>A private health and/or dental examination conducted at the person in parental relation’s request and expense shall be accepted in lieu of the school examination. The District shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student’s entry into the grade where an exam is required.</p> <p>The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests</p>	<p>SC 1402, 1407 22 PA Code 12.41</p> <p>SC 1403,1407 22 PA Code 12.41</p> <p>SC 1407</p> <p>SC 1402 22 PA Code 12.41</p>

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>	
<p>deemed advisable, height and weight measurements, at intervals established by the District. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.</p>	<p>28 PA Code 23.1 et seq.</p>
<p>Persons in parental relation of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the person in parental relation may attend. The notice shall encourage the <b>person in parental relation</b> <del>arent/guardian</del> to have the examination or screening conducted by the student's private physician or dentist at the person in parental relation's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the person in parental relation's religious beliefs.</p>	<p>SC 1405 28 PA Code 23.2 20 U.S.C. 1232h</p>
<p>A student who presents a statement signed by the person in parental relation that a <b>health</b> <del>medical</del> examination is contrary to <b>the student's or person in parental relation's</b> religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that <b>certain conditions</b> <del>the student</del> would present a substantial <del>health</del> menace to the health of others in contact with the student if the student is not examined <b>for those conditions</b>.</p>	<p>SC 1419 28 PA Code 23.45</p>
<p>Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the person in parental relation shall be notified of the apparent need for special examination by the student's private physician or dentist. The person in parental relation shall report to the school whether a special examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special <b>health</b> <del>medical</del> examination for the student.</p>	<p>SC 1402, 1406 22 PA Code 12.41</p>
<p>In the event that the person in parental relation objects to or refuses to obtain a regular or special <b>health</b> <del>medical</del> or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health</p>	

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>	
<p>conditions such that under the circumstances the refusal should be reported to the PAennsylvania Department of Health or other appropriate authorities.</p>	
<p>Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.</p>	<p>23 PA Code 6311 Pol. 806</p>
<p><b><u>Health Monitoring</u></b></p>	
<p>The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.</p>	<p>Pol. 203</p>
<p>A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.</p>	<p>Pol. 103</p>
<p>A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.</p>	<p>Pol. 103, 103.1</p>
<p>Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.</p>	<p>Pol. 203</p>
<p><b><u>Health Records</u></b></p>	
<p>The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.</p>	<p>SC 1402</p>
<p>All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the person in parental relation, in accordance with law and Board policy.</p>	<p>SC 1409 Pol. 113.4, 216</p>

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>		
	<p>The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.</p>	<p>SC 1409 20 U.S.C. 1232g 34 CFR Part 99 Pol. 113.4, 203, 216, 805</p>
	<p>Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.</p>	<p>SC 1409</p>
	<p>The District shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.</p>	<p>SC 1409</p>
<b>Section 3</b>	<b><u>Delegation of Responsibility</u></b>	
	<p>The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health <del>concerns</del><del>problems</del> or disability and to promptly report such conditions to the school nurse <del>or designated staff</del>.</p>	<p>SC 1402</p>
	<p>The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the District.</p>	<p>SC 1409</p>
	<p>The Superintendent or designee shall ensure that notice is provided to all <del>person(s) in parental relation</del><del>parents/guardians</del> regarding the existence of and eligibility for the Children’s Health Insurance Program (CHIP).</p>	<p>SC 1406</p>
	<p>Previously Revised: <a href="#">May 19, 2020</a>; April 30, 2015; October 19, 1998</p>	
	<p>References:</p>	
	<p>School Code – 24. P.S. Sec. 1401, 1402, 1403, 1405, 1406, 1407, 1409, 1419</p>	

**POLICY NO. 209**  
**HEALTH EXAMINATIONS/SCREENINGS**

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

State Department of Health Regulations – 28 PA Code Sec. 23.1  
et seq., 23.2, 23.45

No Child Left Behind Act – 20 U.S.C. Sec. 1232h, 1232g

Family Education Rights and Privacy – 34 CFR Part 99

PA Child Abuse Reporting – 23 PA Code Sec. 6311

Board Policy – 113.4, 216, 805, 806

# Policy Guide



	<p style="text-align: center;"><b>POLICY NO. 256</b> <b>ANTI-BULLYING/CYBERBULLYING</b></p> <p><b>Section 1</b>     <u><b>Purpose</b></u></p> <p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p> <p><del>The Keystone Oaks School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The School District seeks to avoid these adverse effects, maintain the safety of the school environment and provide opportunities to rehabilitate a student who has engaged in bullying.</del></p> <p><b>Section 2</b>     <u><b>Definitions</b></u></p> <p><b>Bullying</b> <del>means</del> shall be defined as an intentional and unwelcome electronic (<del>cyber</del>), written, verbal, or physical act, or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following: <del>that has these characteristics:</del></p> <ol style="list-style-type: none"> <li><del>1. It is directed at another student or group of students.</del></li> <li><del>2. It is severe, persistent or pervasive.</del></li> </ol>	<p style="text-align: center;">SC 1303.1-A</p>
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**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

~~3. It has the effect of:~~

1. Substantially interfering with a student’s education.
2. Substantially disrupting the orderly operation of the school.
3. Creating a threatening environment.

**Bullying**, as defined in this policy, includes cyberbullying.

~~3.~~  
4. ~~Occurs in a “school setting.”~~ **“School setting ”** shall mean in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or ~~at~~**during** any activity sponsored, supervised, or sanctioned by the school and/or District. **This shall also include hours in which a student would be considered “present” during synchronous virtual instruction, anytime a student is using a district owned device, is on the district network and/or using a district provided learning management platform.**

~~5.~~  
The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the **definition of bullying requirements of number 3** (above).

~~Examples of bullying include, but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student’s property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student’s education opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, and/or dehumanize a student.~~

~~**Cyber harassment of a child** is a form of bullying. A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:~~

SC 1303.1

~~Title 18 Sec. 2709~~

~~Title 18 Sec. 2709~~

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 256</b> <b>ANTI-BULLYING/CYBERBULLYING</b></p> <p><del>1. Seriously disparaging statement or opinion about the child’s physical characteristics, sexuality, sexual activity or mental or physical health or condition.</del></p> <p><del>2. Threat to inflict harm.</del></p> <p><del>The law makes cyber harassment of a child a third-degree misdemeanor, punishable by a maximum of \$2,500 fine and/or one year in prison. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile’s record being expunged.</del></p> <p><del><b>Course of Conduct</b>—A pattern of action composed of more than one act over a period of time, however short evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawing, caricatures or actions, either in person or anonymously.</del></p> <p><del><b>Emotional distress</b>—A temporary or permanent state of mental anguish.</del></p> <p><del><b>Seriously disparaging statement or opinion</b>—A statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim’s age and which produces some physical manifestation of the distress.</del></p> <p><u><b>Authority</b></u></p> <p>The Board prohibits all forms of bullying by district students.</p> <p>No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they or others have been bullied to promptly report such incidents to any staff member.</p>	<p><del>Title 18 Sec. 2709</del></p> <p><del>Title 18 Sec. 2709</del></p> <p><del>Title 18 Sec. 2709</del></p> <p>SC 1303.1-A</p>

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

Students are encouraged to use the District’s report form (103-AR-1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District’s legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Pol. 103, 103.1

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

**Section 3**

**Delegation of Responsibility**

Every student and employee shall ~~betake the responsibility of~~ to respecting the rights of others and ~~to ensure an atmosphere free of bullying~~ ~~creating a safe, caring, positive climate throughout the District.~~

The Superintendent or designee shall develop administrative regulations to implement this policy. In addition, the Administration will develop procedures for training all employees, including chaperones and sponsors on the Policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

SC 1303.1-A

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years at a minimum and recommend necessary revisions to the Board.

SC 1303.1-A

District administration shall annually provide the following information with the Safe School Report:

SC 1303.1-A

1. Board's Bullying Policy
2. Report of bullying incidents
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board ~~of School Directors~~ with appropriate recommendations.

The Administration is directed to continue to assess, and to make recommendations to the Board ~~of School Directors~~, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

**Section 3**

**Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

SC 1303.1-A  
22 PA Code 12.3  
Pol. 218

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

SC 1303.1-A

Education

The District shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

SC 1302-A,  
1303.1-A  
20 U.S.C. 7118

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental/person in parental relation conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

10. Referral to law enforcement officials.

Pol. 103, 104

~~It shall be a violation of District Policy for any student or adult to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation. In addition, cyber harassment is a criminal offense under PA Act 26 of 2015 and may be deemed to have been committed at the place where the child who is the subject of the communication resides.~~

~~School District employees are required to report alleged violations of this Policy to the Building Principal or the Superintendent in accordance with the procedures set forth herein.~~

~~Dissemination of Policy~~

~~This Anti-bullying Policy will be disseminated annually to all school staff, students, and parents. It will be distributed each year to all students with a copy of the Code of Student Conduct or will be incorporated into the Handbook. Building administrators will develop a procedure for discussing the Policy with students in individual buildings. The Policy will also be posted on the District web page and published at a minimum of once each year in a District publication and be made available in every classroom. Information on the Anti-bullying Policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks.~~

~~General Procedures Relating to Complaint~~

~~Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation~~

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

~~based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.~~

~~The Principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student victim, the Superintendent or his designee shall investigate the complaint.~~

Investigation Procedure

- ~~1. Separate interviews of the Complainant and the alleged perpetrator will be conducted and all information will be documented in written form on Form A. Each of the involved individuals will be asked to sign an Acknowledgment of the statements provided during the interview. At the time of the interview, a copy of this Policy will be provided to the individuals involved and the Policy and complaint procedure will be reviewed with each individual.~~
- ~~2. During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation. Each student may have his or her parent or guardian present during the interview and parental involvement in this process will be encouraged.~~

~~If the Building Principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such a separation of~~

**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

~~the alleged victim and the alleged perpetrator or close monitoring of the alleged perpetrator, such measures shall be taken until the investigation is completed.~~

- ~~3. A fact finding investigation will be conducted and a written record of the fact finding investigation including witness interviews, findings of the investigation and recommended action shall be set forth on Form B.~~
- ~~4. The results of the fact finding investigation, including any recommended action will be shared with the Complainant and with the Accused.~~
- ~~5. If the Building Principal has conducted the investigation, he/she shall report his/her findings to the Superintendent. The Superintendent may consult with the Solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.~~
- ~~6. If the investigation results in a finding that a student has engaged in bullying in violation of this Policy, the Building Principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to, suspension from school, or a recommendation to the Superintendent that the student be expelled from school following a hearing before the Board. In determining the level of discipline to be imposed, the Building Principal shall consider:
  - ~~a. The prior disciplinary record of the student perpetrator.~~
  - ~~b. The relative ages and maturity levels of the students.~~
  - ~~c. The nature and frequency of the inappropriate conduct by the student perpetrator toward the student victim.~~
  - ~~d. The degree of harm experienced by the student victim.~~~~

Pol. 218



**POLICY NO. 256**  
**ANTI-BULLYING/CYBERBULLYING**

~~e.—The extent, if any, to which the student perpetrator encouraged or involved other students in the bullying of the student victim.~~

~~f.—Any other circumstances or factors deemed relevant on this issue.~~

Previously Revised: November 20, 2018; December 15, 2015;  
December 6, 2012

References:

School Code – 24 P.S. Sec. 1301.1

Board Policy – 103, 104, 218, 848

Title 18 (Crimes and Offenses) – Sec. 2709

# Policy Guide



Policy No. 705

Section PROPERTY

Title FACILITIES AND WORKPLACE SAFETY

Adopted \_\_\_\_\_

Last Revised \_\_\_\_\_

<b>POLICY NO. 705 FACILITIES AND WORKPLACE SAFETY</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board directs the District to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.</p> <p>The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall periodically review and evaluate district health and safety rules and health and safety plans, as necessary.</p>

Pol. 103.1, 113, 113.2, 218, 817, 907

Pol. 805

**POLICY NO. 705  
FACILITIES AND WORKPLACE SAFETY**

Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.

Pol. 805

**Section 4**

**Guidelines**

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the District's goals concerning safe schools.

SC 223  
34 PA Code  
129.001 et seq  
72 P.S. 1722-J  
77 P.S. 1038.2

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify physical safety and health hazards.
3. Make recommendations to correct physical hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new physical health and safety equipment or safety procedures.

**POLICY NO. 705  
FACILITIES AND WORKPLACE SAFETY**

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions and recommendations of the committee shall be made by majority vote of members present. Final determination of what constitutes a physical health or safety hazard and the corrective action to be taken, if needed, rests with the Superintendent or their designee.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

References:

School Code – 24 P.S. Sec. 223

PA Labor and Industry – 34 PA Code Sec. 129.1001 et seq

Act 176 of 1929 – 72 P.S. Sec. 1722-J

Act 338 of 1915 – 77 P.S. Sec. 1038.2

Board Policy – 103.1, 113, 113.2, 218, 805, 817, 907

# Policy Guide



Policy No. 804

Section OPERATIONS

Title SCHOOL CALENDAR/DAY

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 804 SCHOOL CALENDAR/DAY	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.</p> <p>The normal school day for the instruction of <del>the pupils of this district</del> students shall be in accordance with law, regulations and Board policy <del>with the school calendar</del>.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes and the times for the daily sessions of district schools, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days under the direction of certified school employees for fulfilling the minimum required days of instruction under law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the District.</p> <p>When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the District being unable to provide for the in-person attendance of all students during the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open</p>

SC 1501, 1501.9, 1502, 1503, 1504, 1506  
22 PA Code 11.2, 11.3

SC 1501  
22 PA Code 4.4, 11.1

SC 520.1  
Pol. 006

**POLICY NO. 804**  
**SCHOOL CALENDAR/DAY**

regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions and time period for which the temporary provisions are applicable. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secretary of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency and may modify/extend the time, at a later regular or special Board meeting, for which such provisions are to remain in effect as long as the period of time is no more than four (4) years.

Temporary provisions established in accordance with law may include but are not limited to:

1. Keeping schools in session such days and number of days per week as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days.
2. Reducing the length of time of daily instruction for courses and classes while keeping with the required number of yearly instructional hours for elementary and secondary students as per the School Code.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

~~The regular school session may be temporarily altered by the Superintendent when such alteration is in the best interests of the District.~~

**Section 3**

**Delegation of Responsibility**

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions established in response to a designated emergency in accordance with law, regulations, guidance from the PA Department of Education or Board policy.

SC 520.1

22 PA Code 11.2

Pol. 805

**POLICY NO. 804**  
**SCHOOL CALENDAR/DAY**

The Superintendent may close ~~the schools~~, delay the opening ~~of schools~~, or dismiss schools early for emergency reasons and ~~to for protection of~~ the health and safety of students and staff ~~members, and~~. The Superintendent or designee shall prepare ~~procedures~~ ~~rules~~ for the proper and timely notification of all concerned, ~~persons~~ in the event of ~~an such~~ emergency closing.

The Superintendent shall develop ~~rules~~ ~~guidelines~~ ~~which~~ that allows students to enter and leave schools, under exceptional conditions so that variances with the normal school schedule may be accommodated. Such ~~rules~~ ~~guidelines~~ shall consider such things as inclement weather, illness, urgent reasons and other circumstances.

22 PA Code 11.25  
Pol. 204

Previously Revised: March 19, 2001

References:

School Code – 24 P.S. Sec. 520.1, 1501, 1501.9, 1502, 1503, 1504, 1506

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3

Board Policy – 006, 805

# Policy Guide



Policy No. 904

Section COMMUNITY

Title PUBLIC ATTENDANCE AT SCHOOL EVENTS

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board welcomes the public at <del>activities</del><del>thletic</del> and <del>other</del> events <del>sponsored</del> <del>held by</del> by the <del>School</del>-District, but the Board also acknowledges its duty to maintain order and preserve the facilities and health and safety <del>of the District</del> during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.</p>
Section 2	<p><b><u>Definition</u></b></p> <p>State law defines the term <b>tobacco product</b> to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). <b>Tobacco products</b>, for purposes of this policy and in accordance with law, shall be defined to include the following:</p> <ol style="list-style-type: none"> <li>1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.</li> <li>2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.</li> </ol>

18 Pa. C.S.A. 6305, 6306.1



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3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
  
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
  
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the District to maintain a drug-free environment, at which marijuana of any kind is prohibited.

18 Pa. C.S.A. 6305, 6306.1

20 U.S.C. 7118  
Pol. 851

**Section 32** **Authority**

The Board has the authority to prohibit ~~bar~~ at a school event the attendance of any ~~individual~~ ~~person at a school event~~ whose conduct may constitute a disruption. District personnel who are overseeing a school event have the authority to remove individuals who become disorderly during the event which may include vulgar language, intoxication, and non-cooperation with rules and guidelines. The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

~~SC-775~~  
~~P.G. 227~~

<b>POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS</b>		
	<p>The Board also prohibits <del>alcoholic beverages</del>, gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons, <del>smoking, the use of tobacco products, and the use of drugs</del> on school premises.</p>	SC 511, 775
	<p>Attendees shall be informed of the District’s health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.</p>	Pol. 705
	<p><u>Tobacco and Vaping Products</u></p> <p>The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the District; or on property owned, leased or controlled by the District.</p>	18 Pa. C.S.A. 6306.1 20 U.S.C. 7973
	<p>This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.</p>	
	<p>The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.</p>	18 Pa. C.S.A. 6305
<b>Section 43</b>	<p><u>Delegation of Responsibility</u> <del>Regulations</del></p> <p><del>A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.</del></p> <p>The Superintendent shall ensure that this policy is posted on the District’s publicly accessible website.</p>	SC 510.2

**POLICY NO. 904**  
**PUBLIC ATTENDANCE AT SCHOOL EVENTS**

Reports

*Office for Safe Schools Report –*

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.

SC 1303-A  
Pol. 805.1

*Law Enforcement Incident Report –*

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 may report to the local police department that has jurisdiction over the school’s property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the District; or on any property owned leased or controlled by the District.

18 Pa. C.S.A. 6305,  
6306.1  
SC 1303-A  
Pol. 805.1  
22 PA Code 10.2,  
10.22

**Section 5**

Guidelines

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.

28 CFR 35.136  
43 P.S. 953

Previously Revised : March 19, 2001

References:

School Code – 24 P.S. Sec. 510.2, 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22

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PA Crimes and Offenses – 18 Pa. C.S.A. 6305, 6306.1

Strengthening and Improvement of Elementary and Secondary Schools – 20 U.S.C. Sec. 7118, 7973

Nondiscrimination on the Basis of Disability in State and Local Government – 28 CFR 35.136

PA Human Relations Act – 43 P.S. Sec. 953

Board Policy – 705, 805.1, 851

# Policy Guide



Policy No. 907

Section COMMUNITY

Title SCHOOL VISITORS

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2013;  
MARCH 19, 2001

	<p style="text-align: center;"><b>POLICY NO. 907 SCHOOL VISITORS</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICY 907.1.</b></p> <p><b>Section 1</b> <u>Authority</u><del>Purpose</del></p> <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person(s) in parental relation<del>arents/guardians</del>, <del>parent representatives, other</del> adult residents <del>of the community</del>, interested educators and other officials<del>school board members</del>. To ensure order in the schools and to protect students and employees<del>safety of students and staff</del>, it is necessary for the Board to establish <del>policy</del><u>rocedures</u> governing school visits.</p> <p><del>There shall exist an orderly process through which visitors who are not school employees or students can enter the schools to further a legitimate purpose to visit or participate in meeting with school personnel.</del></p> <p><b>Section 2</b> <u>Delegation of Responsibility</u></p> <p><del>The superintendent through the building principal shall implement these procedures to create a safe and orderly environment.</del> The Superintendent or designee <del>and</del> or building principal <del>has</del>es the authority to prohibit the entry of any individual<del>person</del> to a district school <del>of this district</del>, in accordance with Board guidelines and state and federal law and regulations <del>the following procedures</del>. Any employee <del>has the authority, based upon direction of the building principal, to prohibit the entry of any person to a school of this district.</del></p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 907  
SCHOOL VISITORS**

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

**Section 3**

**Guidelines**

There may be times in which people wishing to visit a school must make arrangements in advance with the school office in that building, in order to protect the health and safety of students and staff.

Upon ~~their~~ arrival at the school, visitors must register at the office where they must provide ~~will receive instructions. All visitors will present an official photo~~ any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out, receive a badge, be provided a guide and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

~~-card (driver's license, state ID card, etc.) that is retained for the duration of the~~

~~visit. Visitors without identification will be prohibited from entering the building beyond the main office.~~

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked. ~~All school doors should be locked during the school day to permit egress but restrict unauthorized entry. One or more doors should be designated as visitor entrances.~~

~~All building doors should be numbered. Instructions should direct visitors to the main office.~~

~~The visitor log will be retained behind the main office desk and entries will be logged by the main office secretary or designee to ensure accuracy. The log will include the address and phone number of the visitor.~~

Pol. 705

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~~All visitors, during school hours, must wear a badge identifying them as visitors. No visitor shall walk inside the school without a visitor badge. Unfamiliar visitors, and short-term contractors, will be escorted within the building.~~

All staff members ~~encountering a visitor~~ shall be responsible for requiring ~~that~~ a visitor to demonstrate that the visitor has a badge.

~~has duly registered at the school office and received authorization to be present for the purpose of conducting business.~~

No visitor may confer with a student in school ~~or a teacher~~ without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or ~~his/her~~ designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Uniformed personnel, who are performing their official duties (police, fire), do not require a school badge.

Classroom Visitations

Person(s) in parental relation may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Person(s) in parental relation shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Participation in classroom activities or programs such as room parents, back-to-

SC 510  
22 PA Code 14.108

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school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or person in parental relation, the Superintendent may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Previously Revised: April 18, 2013; March 19, 2001

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Act 13 of 2010 Military Uniforms – 24 P.S. Sec. 2402

Board Policy – 249, 705

SC 2402  
Pol. 249