



**KEYSTONE OAKS SCHOOL DISTRICT  
1000 KELTON AVENUE  
PITTSBURGH, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, JANUARY 19, 2021  
7:00 PM**

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

**January 19, 2021 – Business/Legislative**

**7:00 PM Meeting**

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

**February 9, 2021 – Work Session**

**7:00 PM Meeting**

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

# BOARD PRESIDENT'S REPORT

January 19, 2021

Mrs. Theresa Lydon

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Reorganization/Work Session Minutes of December 8, 2020 and the Business/Legislative Minutes of December 15, 2020.

### II. CHANGE TO 2020/2021 EDUCATION PLAN – SECOND GRADING PERIOD

It is recommended that the following changes be made to the Education Plan for the remainder of the second grading period:

- Week of January 11, 2021 through January 15, 2021
  - **Cohort Golden (A-L):** In-Person Instruction Thursday and Friday  
Online Instruction: Monday, Tuesday, and Wednesday
  - **Cohort Eagle (M-Z):** In-Person Instruction: Monday and Tuesday  
Online Instruction: Wednesday, Thursday, and Friday
  
- Week of January 18, 2021 through January 22, 2021
  - **No School Monday, January 18, 2021 - Professional Development Day**
  - **Cohort Golden (A-L):** In-Person Instruction Thursday and Friday  
Online Instruction: Tuesday and Wednesday
  - **Cohort Eagle (M-Z):** In-Person Instruction Tuesday and Wednesday  
Online Instruction: Thursday and Friday
  
- Week of January 25, 2021 through January 29, 2021
  - **Cohort Golden (A-L):** In-Person Instruction Wednesday and Thursday  
Online Instruction: Monday and Tuesday
  - **Cohort Eagle (M-Z):** In-Person Instruction Monday and Tuesday  
Online Instruction: Wednesday and Thursday
  - **No School on Friday, January 29, 2021 - Clerical Day**

### III. 2020/2021 EDUCATION PLAN – THIRD GRADING PERIOD

It is recommended that the Board approve the following Instructional Plan for the Third Grading Period. In addition, the Board hereby authorizes the Superintendent to adjust the plan so as to either increase or decrease the amount of face-to-face instruction as is presented in the Plan below after review of the positive COVID-19 cases within the buildings, the local infectious rates, the county infectious rates, the District's Health and Safety Plan, and the guidelines agreed upon within the signed Attestation Document from November 2020, between the District and the PA Department of Health and the PA Department of Education.

## Plan for Instruction: February 1, 2021 through April 2, 2021

- **Week of February 1, 2021 through February 5, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of February 8, 2021 through February 12, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of February 15, 2021 through February 19, 2021**
  - **No School on Monday, February 15, 2021 – Presidents’ Day**
  - Students (A-L): Face-to-Face instruction Tuesday and Wednesday  
Online instruction: Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Tuesday and Wednesday
  
- **Week of February 22, 2021 through February 26, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of March 1, 2021 through March 5, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of March 8, 2021 through March 12, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of March 15, 2021 through March 19, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday

- **Week of March 22, 2021 through March 26, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to-Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  
- **Week of March 29, 2021 through April 2, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday and Thursday
  - Students (M-Z): Face-to-Face instruction Wednesday and Thursday  
Online instruction: Monday and Tuesday
  - **Early Dismissal on Thursday, April 1, 2021**
  - **No School on Friday, April 2, 2021 – Spring Break**

**FOR INFORMATION ONLY**

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
  
- SHASDA Report *Mr. Santo Raso*
  
- PSBA/Legislative Report *Mrs. Theresa Lydon*
  
- News from the Boroughs

**V. EXECUTIVE SESSION**

**VI. BOARD COMMITTEES 2021**

- Activities and Athletics *\*Mr. LaPorte, Mrs. Donahue,  
Ms. Lindsey, Mrs. Lydon*
  
- Budget and Finance *\*Ms. Lindsey, Mrs. Lydon,  
Mr. Raso, Mrs. Shaw*
  
- Buildings, Grounds & Transportation *\*Mr. Raso, Mr. Cesario,  
Mr. LaPorte, Mrs. Shaw*
  
- Communications *\*Ms. Crowell, Ms. Evans,  
Mr. LaPorte, Mr. Raso*
  
- Education *\*Mrs. Lydon, Ms. Crowell,  
Mrs. Donahue, Ms. Lindsey*
  
- Personnel *\*Mr. Cesario, Ms. Crowell,  
Mrs. Lydon, Mrs. Shaw*
  
- Policy & Planning *\*Mrs. Shaw, Mr. Cesario,  
Mrs. Donahue, Ms. Evans*

# **SUPERINTENDENT'S REPORT**

**January 19, 2021**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 834: SICK LEAVE**

It is recommended that the Board approve the SECOND READING of Policy 834: *Sick Leave*.

### **II. SECOND READING POLICY 854.1: TELEWORK**

It is recommended that the Board approve the SECOND READING of Policy 854.1: *Telework*.

### **III. SECOND READING POLICY 857: PHYSICAL EXAMINATION**

It is recommended that the Board approve the SECOND READING of Policy 857: *Physical Examination*.

### **IV. SECOND READING POLICY 858: ATTENDANCE AND TARDINESS**

It is recommended that the Board approve the SECOND READING of Policy 858: *Attendance and Tardiness*.

### **V. REVIEW OF TITLE I POLICY**

It is recommended that the Board approve the review of the following Title I Policy in compliance with the Federal Title I Regulations:

Policy 919: *Title I Parent and Family Engagement*

# **EDUCATION REPORT**

**January 19, 2021**

**Mrs. Theresa Lydon, Chairperson**

## **I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

The Administration recommends that the Board approve the Keystone Oaks Middle School Program of Studies for the 2021/2022 school year.

## **II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends that the Board approve the Keystone Oaks High School Program of Studies for the 2021/2022 school year.

# PERSONNEL REPORT

January 19, 2021

Mr. Matthew Cesario, Chairperson

## BOARD ACTION REQUESTED

### 1. APPOINTMENTS

#### 1. Change in Stipend Amounts

It is recommended that the Board approve the following change in stipend amounts for the below stipends:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Assistant	Clyde Manns	\$500.00
	Assistant	Corey Belovich	\$4,242.50
	Assistant	Jonathan Kovac	\$2,817.50

#### 2. Approval of Activities – Sponsors and Stipends

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

<u>Sponsor</u>	<u>Position</u>	<u>Compensation</u>
Rob Naser	Musical Director (Elementary)	\$2,000.00
Kaitlyn Caron	Musical Assistant (Elementary)	\$ 750.00
Jennifer Harke	Musical Assistant (Elementary)	\$ 750.00

#### 3. Substitute Custodian

The Administration recommends that the Board approve the employment of the following Substitute Custodian at a rate of \$11.50/hour:

<u>Name</u>	<u>Effective Date</u>
Burnadette Black	December 14, 2020

### II. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2020/2021 school year:



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

Linda Celli	\$1,000.00
Teresa Davidson	\$1,000.00
Kenneth Hustava	\$1,000.00
Nicholas Kamberis	\$1,000.00
Michelle Lowers	\$1,000.00
Steve McCormick	\$1,000.00
John Murphy	\$1,000.00

**2. Stipends for Teaching Two Preparations in One Period**

Rebecca Hersan	\$ 261.00
William Opperman	\$ 109.00
Michael Shuck	\$ 109.00

**3. Elementary Teacher Stipends for First Semester**

Andrew Bell	\$4,000.00
Katie Boris	\$4,000.00
Jessica Clegg	\$4,000.00
Angela Conklin	\$4,000.00
Marlo Fryer	\$4,000.00
Daniel Galentine	\$1,000.00
Nikki McKernan	\$4,000.00
Shannan Turner	\$4,000.00

**III. TENURE**

It is recommended that the Board recognize the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on December 10, 2020 with a Professional Contract:

**Jackie Neely**                      Myrtle Avenue Elementary

# FINANCE REPORT

January 19, 2021

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2020

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

A. General Fund as of December 31, 2020 (Check No. 63497-63642)	\$625,484.34
B. Food Service Fund as of December 31, 2020 (Check No. 9518-9526)	\$7,228.09
C. Athletics as of December 31, 2020 (Check No. 3241)	\$205.25
D. Capital Reserve as of December 31, 2020 (Check No. 1648-1649)	\$150,031.00
<b>TOTAL</b>	<b>\$782,948.68</b>

### II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2021/2022 school year as follows:

	<u>2021/2022</u>
• Parkway West General Operation Budget	\$7,156,298
• Parkway West Jointure Budget	\$ 728,707

2. Keystone Oaks School District's Estimated Share of Budget

• Parkway West General Operating Budget	\$471,574.53
• Parkway West Jointure Budget	\$ 38,674.11

#### For Information Only

The District's estimated share toward the General Operating Budget reflect an increase of \$39,529.61

The District's estimated share toward the Jointure Budget is an increase of \$146.83.

### **III. RESOLUTION 01-21 TAX INDEX**

It is recommended that the Board adopt Resolution 01-21 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors **will not raise the tax rate** of any tax for the 2021/2022 fiscal year by more than its 3.0% index.

#### **KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-21**

**WHEREAS**, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

**WHEREAS**, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

**WHEREAS**, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

**WHEREAS**, the Keystone Oaks School District index for the 2021/2022 fiscal year is 3.0%;

**WHEREAS**, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2021/2022 fiscal year by more than its index.

**AND NOW**, on this 19th day of January 2021, it is hereby **RESOLVED** by the Keystone Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2021/2022 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2021/2022 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2021/2022 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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**MRS. THERESA LYDON, BOARD PRESIDENT**

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**MR. JOSEPH A. KUBIAK, BOARD SECRETARY**

**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 5 MONTH DECEMBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,055,241	\$ 27,204,507	\$ (1,850,734)
7000	State Revenue Sources	\$ 12,349,006	\$ 3,762,738	\$ (8,586,268)
8000	Federal Revenue Sources	\$ 946,330	\$ 425,907	\$ (520,423)
<b>Total Revenue</b>		<b>\$ 42,350,577</b>	<b>\$ 31,393,152</b>	<b>\$ (10,957,425)</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,502,435	\$ 5,705,433	\$ 11,797,002
200	Benefits	\$ 10,794,110	\$ 4,248,333	\$ 6,545,777
300	Professional/Technical Services	\$ 1,863,096	\$ 616,993	\$ 1,246,103
400	Property Services	\$ 1,124,200	\$ 438,300	\$ 685,900
500	Other Services	\$ 5,242,271	\$ 2,066,141	\$ 3,176,130
600	Supplies/Books	\$ 1,334,927	\$ 953,257	\$ 381,670
700	Equipment/Property	\$ 328,850	\$ 909,990	\$ (581,140)
800	Other Objects	\$ 490,420	\$ 21,731	\$ 468,689
900	Other Financial Uses	\$ 4,500,000	\$ 209,750	\$ 4,290,250
<b>Total Expenditures</b>		<b>\$ 43,180,309</b>	<b>\$ 15,169,928</b>	<b>\$ 28,010,381</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (829,732)</b>	<b>\$ 16,223,224</b>	<b>\$ 17,052,956</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

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

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 12/1/2020	\$ 74,438.75	\$ 17,712.58
Deposits	\$ 639.49	\$ 71.60
Subtotal	\$ 75,078.24	\$ 17,784.18
Expenditures	\$ 2,197.95	\$ 754.25
Cash Balance - 12/31/2020	\$ 72,880.29	\$ 17,029.93

**III. BANK BALANCES**

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

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	
PAYROLL (pass-thru account)	\$ 18,470
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 17,030
PLGIT	\$ 9,530,505
FNB MONEY MARKET	\$ 11,085,712
PSDLAF	\$ 162,290
INVEST PROGRAM	\$ 181,691
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,985,046
COMPENSATED ABSENCES	\$ 430,236
	<u><u>\$ 23,410,980</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 189,648
PLGIT	\$ 420,114
	<u><u>\$ 609,762</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 111,563
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 112,364</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 24,133,106</u></u>

# **ACTIVITIES & ATHLETICS REPORT**

**January 19, 2021**

**Mr. Thomas LaPorte, Chairperson**

## **I. ADVERTISE FOR ATHLETIC BIDS**

It is recommended that the Board approve the advertisement of athletic bids for the fall of the 2021/2022 school year.

# Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted MAY 23, 2017

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

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 834 SICK LEAVE</b></p> <p style="text-align: center;"><del><b>THIS POLICY SHALL SUPERSEDE POLICIES 334, 434, AND 534.</b></del></p> <p><b><u>Authority</u></b></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the <del>Administrative</del> Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, <del>the Administrative</del> Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming <u>paid or unpaid</u> sick leave pay to submit sufficient proof, including <u>documentation from a licensed-a-physician's certification, certified registered nurse practitioner or a licensed physician assistant</u>, of the employee's illness or disability or <u>need to quarantine</u>.</p> <p>A <u>licensed physician's, certified registered nurse practitioner or a licensed physician assistant's</u> statement may not be presumed to conclusively establish the employee's disability or inability to work.</p>	<p>SC 1154</p> <p>SC 510, 1154</p>
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<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 834 SICK LEAVE</b></p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.</p> <p>The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable compensation plan, collective bargaining agreement, or Board resolution.</p> <p><b><u>Guidelines</u></b></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><b><u>Records</u></b></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>	<p>Pol. <del>817, 417, 517</del>, 623</p> <p>SC 510, 1154</p> <p>Pol. 835</p> <p>SC 510, 1154</p>
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**POLICY NO. 834  
SICK LEAVE**

A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.

**Section 3**

**Delegation of Responsibility**

The Superintendent or ~~their~~his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

References:

School Code – 24 P.S. Sec. 510, 1154

Board Policy – ~~317, 417, 517~~, 623, 817, 835

# Policy Guide



Policy No. 854.1

Section OPERATIONS

Title TELEWORK

Adopted \_\_\_\_\_

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

<b>POLICY NO. 854.1 TELEWORK</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.</p> <p>The Board adopts the following policy to establish district rules for employees who telework from a remote work location.</p>	Pol. 805
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Remote work location</b> – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.</p> <p><b>Telework/Teleworking</b> – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.</p> <p><b>Teleworking agreement</b> – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.</p> <p><b>Teleworking employee</b> – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any</p>	

	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>computer and telecommunications equipment necessary for the completion of tasks.</p> <p><b>Section 3</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.</p> <p><b>Section 4</b>     <b><u>Guidelines</u></b></p> <p>Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.</p> <p>Such an agreement may include, but is not limited to, the following considerations:</p> <ol style="list-style-type: none"> <li>1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.</li> <li>2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work. This includes policies/procedures related to storage/maintenance of any confidential records at a remote work site.</li> <li>3. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work. This shall be consistent with all applicable Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</li> <li>4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment</li> </ol>	<p>Pol. 113.4, 216, 826</p> <p>Pol. 113.4, 216, 324, 424, 524</p>
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	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>permitted to be brought to the remote work location will be stolen or damaged.</p> <ol style="list-style-type: none"> <li>5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.</li> <li>6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.</li> <li>7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.</li> <li>8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.</li> <li>9. Reimbursement, if any, for supplies/equipment essential to an employee’s job duties at a remote work location.</li> </ol> <p><u>General Conditions</u></p> <p>Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.</p> <p>An employee may not telework as a replacement for leave.</p> <p>Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.</p> <p>Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Board policy.</p>	<p>Pol. 708</p> <p>Pol. 834, 835, 837, 839</p> <p>Pol. 530, 860</p>
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	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.</p> <p><u>Emergency Conditions</u></p> <p>In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.</p> <p>For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>Board Policy – 113.4, 216, 324, 424, 524, 530, 708, 805, 826, 834, 835, 837, 839, 860</p>	<p>Pol. 805</p> <p>Pol. 834, 835, 837, 839</p>
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# Policy Guide



Policy No. 857

Section OPERATIONS

Title PHYSICAL EXAMINATION

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 857</b> <b>PHYSICAL EXAMINATION</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 314, 414, 514.</b></p> <p><b>Section 1</b>    <u><b>Purpose</b></u></p> <p>In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.</p> <p><b>Section 2</b>    <u><b>Definitions</b></u></p> <p>A <b>physical examination</b>, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.</p> <p><b>Health monitoring</b>, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.</p> <p><b>Section 3</b>    <u><b>Authority</b></u></p> <p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require. The expense for which shall be paid by the applicant.</p>	<p>SC 1418 28 PA Code 23.43 42 U.S.C. 12112</p>
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<p><b>Section 4</b></p>	<p><b>POLICY NO. 857</b> <b>PHYSICAL EXAMINATION</b></p>	
	<p>The Board requires that all employees undergo a tuberculosis examination provided by the District upon initial employment, in accordance with regulations of the PA Department of Health.</p>	<p>SC 1418 28 PA Code 23.44</p>
	<p>The Board may require an employee to undergo a physical examination at the Board’s request.</p>	<p>SC 1418</p>
	<p>An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.</p>	<p>SC 1419 28 PA Code 23.45</p>
	<p><b><u>Guidelines</u></b></p>	
	<p><u>Health Monitoring and Communicable Diseases</u></p>	
	<p>The District may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee 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 workplace safety or cause undue hardship will not be granted.</p>	<p>Pol. 104</p>
<p>An employee 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. 104</p>	
<p>Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.</p>	<p>28 PA Code 27.71, 27.72 Pol. 834, 835</p>	



<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 857 PHYSICAL EXAMINATION</b></p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p> <p>Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1418, 1419</p> <p>Health and Safety – 28 PA Code Sec. 23.43, 23.44, 23.45, 27.71, 27.72</p> <p>Equal Opportunity for Individuals with Disabilities – 42 U.S.C. 12112</p> <p>Prohibiting Employment Discrimination on the Basis of Genetic Information – 42 U.S.C. Sec. 2000ff et seq</p> <p>Board Policy – 104, 834, 835</p>	<p>42 U.S.C. 12112, 2000ff et seq</p>

# Policy Guide



Policy No. 858

Section OPERATIONS

Title ATTENDANCE AND TARDINESS

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 858 ATTENDANCE AND TARDINESS</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 418 AND 518.</b></p> <p><b>Section 1</b>     <u><b>Authority</b></u></p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The District shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p><b>Section 2</b>     <u><b>Delegation of Responsibility</b></u></p> <p>It shall be the responsibility of the Director of Finance and Human Resources in collaboration with the Superintendent to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p>	<p>SC 510 Pol. 860</p> <p>Pol. 834, 835, 837, 839</p>
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**POLICY NO. 858  
ATTENDANCE AND TARDINESS**

References:

School Code –24 P.S. Sec. 510

Board Policy – 834, 835, 837, 839, 860

# Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Last Revised DECEMBER 4, 2018

Reviewed DECEMBER 10, 2019

<b>POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that parent and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.</p>	<p>20 U.S.C. Sec. 6318 Pol. 102</p>
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>Parent and Family (Family Member)</b> - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.</p>	
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board directs the District and each of its schools with a Title I program to:</p> <ol style="list-style-type: none"> <li>1. Conduct outreach to all parents and family members.</li> </ol>	<p>20 U.S.C. Sec. 6318</p>

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>2. Engage parents in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary.</p> <p>3. Engage parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:</p> <ul style="list-style-type: none"> <li>a. Incorporated into the district's Title I plan.</li> <li>b. Posted to the district's publicly accessible website and be available in writing upon request.</li> <li>c. Evaluated annually with parent and family engagement.</li> </ul> <p>4. Provide opportunities and conduct meaningful collaborations with parents and family members in planning and implementation of Title I programs, activities, and procedures.</p>	
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p>Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Title I Parent Advisory Council, survey, and Parent-Faculty organization meetings.</p> <p>The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.</p>	<p>20 U.S.C. Sec. 6312 SC 510.2</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>

**POLICY NO. 919  
TITLE I PARENT AND FAMILY ENGAGEMENT**

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

20 U.S.C. 6318,  
6312

At these meetings, parents/guardians shall be provided:

20 U.S.C. 6318

1. Timely information about Title I programs and district and school level parent/guardian engagement activities.
2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

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

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through efficient means of communication such as, the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.

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5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.
11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

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

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

**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

Building Capacity for Parent and Family Engagement

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

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.
  
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate.
  - c. Providing information, resources and materials in a user-friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
  - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
  
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and

20 U.S.C. Sec.  
6318

Pol. 102, 127

Pol. 814

Pol. 833



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family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.

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

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

Coordinating Parent and Family Engagement Strategies

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

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

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <ol style="list-style-type: none"> <li>1. Involving district and program representatives to assist in identifying specific parent and family member needs.</li> <li>2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.</li> </ol> <p><u>Annual Parent and Family Engagement Policy Evaluation</u></p> <p>The District shall conduct, with meaningful participation of parents and family members, and annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.</p> <p>The evaluation shall identify:</p> <ol style="list-style-type: none"> <li>1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.</li> <li>3. Strategies to support successful school and parent and family interactions.</li> </ol> <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> <li>1. Establishment of a schedule and process for the policy review and revision by parents and family members.</li> <li>2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.</li> <li>3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.</li> </ol>	<p>seq 42 U.S.C. Sec. 11301 et seq.,9831 et seq.</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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**TITLE I PARENT AND FAMILY ENGAGEMENT**

4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.
5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.
6. A Title I parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

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

20 U.S.C. Sec.  
6318

School-Parental Compact

Each school in the District receiving Title I funds shall jointly develop with parents and family members of students served in the program a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the academic standards. The compact shall:

20 U.S.C. Sec.  
6318

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.

Pol. 916

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child’s progress, reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.</p> <p><u>Title I Funds</u></p> <p>Unless exempt by law, the District shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.</p> <p>Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The District shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:</p> <ol style="list-style-type: none"> <li>1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.</li> <li>2. Supporting programs that reach parents and family members at home, in the community, and at school.</li> <li>3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.</li> </ol>	<p>Pol. 916</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.</p> <p>5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.</p> <p><u>Documentation of Parent and Family Engagement Practices</u></p> <p>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.</p> <p><u>Accessibility</u></p> <p>The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall ensure that the District's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.</p> <p>The Federal Programs Coordinator and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:</p> <ol style="list-style-type: none"> <li>1. An explanation of the reasons supporting their child's selection for the program.</li> <li>2. A set of goals and expectations to be addressed.</li> </ol>	<p>20 U.S.C. Sec. 6318 Pol. 140</p> <p>20 U.S.C. Sec. 6318, 6312</p>
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**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

20 U.S.C. Sec.  
6318

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:

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

The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include: .

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

Pol. 140

**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

Previously Revised: December 4, 2018; December 12, 2017

References:

School Code – 24 PA Sec. 510.2

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

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

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

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

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

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