



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, AUGUST 16, 2022
7:00 PM**

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

Tuesday, August 16, 2022 – Business/Legislative

7:00 PM Meeting

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

Tuesday, September 13, 2022 – 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

AUGUST 16, 2022

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of June 14, 2022 and the Business/Legislative Minutes of June 21, 2022.

II. SUPERINTENDENT GOALS

It is recommended that the Board approve the following goals for **William P. Stropkaj, Ed.D.**, Superintendent, as per the Superintendent's Contract 2022/2027:

1. Development of the Pennsylvania Department of Education required Comprehensive Plan for 2023 through 2026.
2. Redesign of the K-12 Gifted Program to meet the current and future needs of the students identified to be a part of this program.
3. Increase communication between the school communities by implementing a Superintendent-Parent Liaison Committee that will engage with the Superintendent and his team for the purpose of focusing on the future of student learning.
4. Development of programs and practices to augment the work place culture in order to provide an environment that is focused on the whole learner, that does not marginalize any student, and that is future-driven.

FOR INFORMATION ONLY

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

SUPERINTENDENT'S REPORT

AUGUST 16, 2022

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. MYRTLE AVENUE ELEMENTARY PRINCIPAL

It is recommended that the Board appoint **Ms. Lauren Baughman**, as Principal at Myrtle Avenue Elementary effective August 17, 2022, at a salary of \$93,000.00.

For Information Only

Ms. Baughman's start date is to be determined.

II. SCHOOL POLICE OFFICER

It is recommended that the Board appoint **Mr. Ronald Porupsky**, as the School Police Officer, effective August 17, 2022 through June 30, 2027, at a salary of \$75,000.00.

III. SUPERVISOR OF BUILDINGS, GROUNDS, AND TRANSPORTATION

It is recommended that the Board appoint **Mr. Jesse Jeznis**, as the Supervisor of Buildings, Grounds, and Transportation, effective July 1, 2022 through June 30, 2023, at a salary of \$67,500.00.

IV. CONFIDENTIAL ADMINISTRATIVE ASSISTANT

It is recommended that the Board appoint **Ms. Marsha Herrle** as a Confidential Administrative Assistant, effective August 17, 2022 at a salary of \$40,000.00.

V. ABOLISHMENT OF POLICIES

It is recommended that the Board approve the abolishment of the following policies:

Policy 262: *Internet/E-mail Use by Students*

Policy 862: *Internet/E-mail Use by Employees*

VI. FIRST READING POLICY 237: ELECTRONIC DEVICES

It is recommended that the Board approve the FIRST READING of Policy 237: *Electronic Devices*.

VII. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development requests:

Gabrielle Martin K-12 SAP Training \$1,875.00 (total for all 5)
Melinda Connolly 3-Day Training
Selena Bixler Virtual (presented by Western Psychiatrist Institute & Clinic)
Katie Boris September 13 – 15, 2022
Sharissa Shatten

Beth Brandy K-12 SAP Training \$1,125.00 (total for all 3)
Georgia Yamalis 3-Day Training
Shannan Turner Virtual (presented by Western Psychiatrist Institute & Clinic)
October 18 – 20, 2022

Valerie Moore K-12 SAP Training \$1,500.00 (total for all 4)
Samantha Sekanick 3-Day Training
Heather Hardy Virtual (presented by Western Psychiatrist Institute & Clinic)
Erin Rebish November 15 – 17, 2022

For Information Only

Funds will be paid through the District's ESSER funds.

EDUCATION REPORT

AUGUST 16, 2022

Mrs. Tamara Donahue, Chairperson

I. TITLE I NON-PUBLIC SCHOOL AGREEMENT BETWEEN KEYSTONE OAKS SCHOOL DISTRICT AND THE ALLEGHENY INTERMEDIATE UNIT

It is recommended that the Board approve the Agreement between Keystone Oaks School District and the Allegheny Intermediate Unit in the amount of \$8,556.00 for Non-Public Title I Instructional Services for the Diocese of Pittsburgh Schools.

For Information Only

These funds are the required non-public shares of the district's allocation.

PUPIL PERSONNEL REPORT

AUGUST 16, 2022

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. COMMUNITY COLLEGE OF BEAVER COUNTY DUAL ENROLLMENT AGREEMENT

It is recommended that the Board approve the High School Academy and Dual Enrollment Programming Agreement between Community College of Beaver County and the Keystone Oaks School District.

II. BEHAVIORAL HEALTH PROFESSIONAL SERVICES AGREEMENT – ESY ONLY

It is recommended that the Board approve the Behavioral Health Professional Services Agreement ESY-Only between Allegheny Clinic and the Keystone Oaks School District from June 20, 2022 through July 19, 2023.

III. THE WATSON INSTITUTE SERVICE AGREEMENT

It is recommended that the Board approve the Service Agreement between The Watson Institute and the Keystone Oaks School District for the 2022/2023 school year.

IV. THE DAY SCHOOL AT THE CHILDREN’S INSTITUTE SERVICE AGREEMENT

It is recommended that the Board approve the Service Agreement between The Day School at the Children’s Institute and the Keystone Oaks School District for the 2022/2023 school year.

V. ADELPHOI EDUCATION SERVICES AGREEMENT

It is recommended that the Board approve the Agreement between Adelphoi Education Services and the Keystone Oaks School District for the 2022/2023 school year.

VI. STUDY WITH UPMC – BRAIN HEALTH IN HIGH SCHOOL STUDENT ATHLETES

It is recommended that the Board approve the study with Dr. Anthony Kontos and Dr. Julie Faieta at Pitt/UPMC to evaluate brain health in high school student athletes who participate in boys’ and girls’ soccer and cross-country teams during the fall 2022 season.

For Information Only

Student athletes and their parent/guardian may decide to participate or not participate in the study. Student athletes who participate will receive compensation for being in the study. This study will serve as the foundation for a larger study next year. A brief questionnaire will be given at the

beginning and end of the season, and the student athletes would respond to an app for a few days at the start, middle, and end of the season.

VII. WESLEY SCHOOLS – SITE-BASED ACADEMIC SERVICES AGREEMENT

It is recommended that the Board approve the Site-Based Academic Services Agreement between Wesley Schools and the Keystone Oaks School District from July 1, 2022 and continuing through June 30, 2025.

VIII. GOODWILL OF SOUTHWESTERN PENNSYLVANIA

It is recommended that the Board approve the Transition Services Agreement between Goodwill of Southwestern Pennsylvania UPMC Project SEARCH and the Keystone Oaks School District from September 6, 2022 and ending May 26, 2023.

IX. THE WATSON INSTITUTE SOCIAL CENTER FOR ACADEMIC ACHIEVEMENT

It is recommended that the Board approve the Agreement between The Watson Institute Social Center for Academic Achievement (WISCA-South) and the Keystone Oaks School District for the 2022/2023 school year.

PERSONNEL REPORT

AUGUST 16, 2022

Mrs. Theresa Lydon, Co-Chairperson
Mrs. Annie Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Edward Hanna	School Counselor – Dormont	August 15, 2022
Christina Louis-Joseph	Food Service Worker	August 8, 2022
Keith Walters	School Counselor – Middle School	August 24, 2022

II. APPOINTMENTS

1. Professional Employees

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Administration recommends the employment of:

Alexa Dines

School Counselor – Middle School
Effective – August 24, 2022
Salary - \$47,000.00 (M, Step 2)

Cynthia Holden

Librarian – Myrtle Avenue Elementary
Effective – August 24, 2022
Salary - \$51,000.00 (M, Step 6)

Stephen Hope

School Counselor – Dormont Elementary
Effective – August 24, 2022
Salary - \$64,250.00 (M+12, Step 12)

Gabrielle Martin

Nurse – Districtwide
Effective – August 24, 2022
Salary - \$45,000.00 (B, Step 1)

Erica McCormick

Special Education – Myrtle Avenue Elementary

Effective – August 24, 2022

Salary - \$51,500.00 (B+24, Step 7)

Carol Smith

Chorus and General Music – Middle School

Effective – August 24, 2022

Salary - \$49,000.00 (M, Step 4)

Richard Smith

Orchestra HS/MS and Music Electives

Effective – August 24, 2022

Salary - \$47,000.00 (M, Step 2)

Zachary Smith

Elementary Music (Myrtle) and Strings (Aiken, Dormont and Myrtle)

Effective – August 24, 2022

Salary - \$47,000.00 (B, Step 3)

Brooke Turnbull

Special Education – Middle School

Effective – August 24, 2022

Salary - \$46,000.00 (M, Step 1)

2. Long Term Substitutes

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitutes:

Jessica Anderson

Family Consumer Science/ISS – High School

Effective – August 24, 2022

Salary - \$45,000.00 (B, Step 1)

Katheryn Galbreath

Second Grade – Dormont

Effective – August 24, 2022

Salary - \$45,000.00 (B, Step 1)

Rachel Kim

Social Studies/ISS – High School

Effective – August 24, 2022

Salary - \$46,000.00 (M, Step 1)

Max Levine
Gifted – High School
Effective – August 24, 2022
Salary - \$46,000.00 (M, Step 1)

3. Paraprofessional

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

Richard Fresquez
Paraprofessional
Effective – August 24, 2022
Salary - \$13.84/hour

4. Food Service Personnel

It is recommended that the Board approve the following individuals as Food Service employees for the 2022/2023 school year:

<u>Name</u>	<u>Hourly Wage</u>
Ryan Briggs	\$20.93
J’Vonn Carter	\$10.28
Dolores Colaizzi	\$10.59
Tina Conn	\$12.60
Lyssa Glaze	\$10.59
Mary Ann Joseph	\$10.28
Melissa Kessler	\$12.50
Kim Lane	\$12.00
Patricia McLane	\$10.28
Barbara Maide	\$11.07
Monique Nowacki	\$10.59
Vanessa Quinn	\$10.59
Barb Routh	\$11.07
Stephanie Rupp	\$10.59
Jodi Uhron	\$12.00
Jonathan Voyer	\$12.00
Alissa Walker	\$12.00
Courtney Welch	\$10.59

5. Project Succeed Instructors 2022/2023

It is recommended that the Board approve the following individuals as Project Succeed instructors for the 2022/2023 school year:

Lynn Heasley	Career Awareness
Linda Cappozzi	Career Awareness Assistant
Elizabeth Ruse	Mathematics
Michael Orsi	Special Education
Beth Smith	Computer Education
John Murphy	Social Studies
Richard Heilmann	English
Christopher Chatham	Science

6. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2022/2023 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Football (MS)	Head Coach	Dan Amman	\$2,500.00 (split)
	Head Coach	Shane Holden	\$2,500.00 (split)
	Assistant	Alex Smith	\$500.00
Softball	Head Coach	Nicole Davis	\$5,000.00
Tennis (Girls)	Assistant	Hope Harris	\$2,500.00

III. TENURE

It is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on August 26, 2022 with a Professional Contract:

Adam Brown	Middle School
Rebecca Hritz	High School
Cara Latusek	Dormont
Devan Pappaterra	Dormont
Rachel Ragen	Dormont

IV. GRADE LEVEL/DEPARTMENT LEADERS 2022/2023 SCHOOL YEAR

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be approved for the 2022/2023 school year:

<u>Grade Level/Department Leader</u>	<u>Name</u>	<u>Compensation</u>
Kindergarten	Mary Poe	\$2,250.00
First	Kellie Dawson	\$2,250.00
Second	Shannan Turner	\$2,250.00
Third	Jamie Barbin	\$2,250.00
Fourth English/Language Arts and Social Studies	Jennifer Harke	\$2,250.00
Fourth Mathematics and Science	Kristie Rosgone	\$2,250.00
Fifth English/Language Arts and Social Studies	Jennifer Harke	\$2,250.00
Fifth Mathematics and Science	Kristie Rosgone	\$2,250.00
Middle School English/Language Arts	Lisa McMahon	\$2,250.00
Middle School Mathematics	Pat Falsetti	\$2,250.00
English 9 - 12	Jennifer Bogdanski	\$2,250.00
Mathematics 9 - 12	Kevin Gallagher	\$2,250.00
Science 6 - 12	Tricia Kreitzer	\$2,250.00
Social Studies/Secondary ESL 6 – 12	Mark Kopper	\$2,250.00
Special Education K-5	Richelle Davis	\$2,250.00
Special Education 6-8	Mark Elphinstone	\$2,250.00
Special Education 9-12	Michael Orsi	\$2,250.00
STEAM/Computer and Data Science/ Technology Education K - 12	Kevin Gallagher	\$2,250.00
Humanities (Art and Music) K -12	Rob Naser	\$2,250.00
Wellness (Physical Education and Family Consumer Science) K - 12	Steve McCormick	\$2,250.00
Student Services (Counselors/Psychologists/ Nurses/Mental Health Therapists) K - 12	Carly Devine	\$2,250.00
Library/Career Advisor/Business World Language K – 12	Allyson Hepler	\$2,250.00

FINANCE REPORT
AUGUST 16, 2022

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JUNE 30, 2022

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

A. General Fund as of June 30, 2022 (Check No. 67144-67321)	\$661,777.34
B. Food Service Fund as of June 30, 2022 (Check No. 9652-9655)	\$13,081.30
C. Athletics as of June 30, 2022 (Check No. 3358-3359)	\$3,869.95
D. Capital Reserve as of June 30, 2022 (None)	\$0.00
TOTAL	\$678,728.59

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2022

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

A. General Fund as of July 31, 2022 (Check No. 67322-67498)	\$881,170.43
B. Food Service Fund as of July 31, 2022 (Check No. 9656-9665)	\$24,553.09
C. Athletics as of July 31, 2022 (Check No. 3360-3362)	\$950.00
D. Capital Reserve as of July 31, 2022 (None)	\$0.00
TOTAL	\$906,673.52

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 12 MONTH JUNE/ACTUAL	MONTH END + ESTIMATE PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 31,108,214	\$ 32,006,069	\$ 32,068,678	\$ 960,464
7000	State Revenue Sources	\$ 11,886,363	\$ 10,912,906	\$ 11,912,313	\$ 25,950
8000	Federal Revenue Sources	\$ 691,742	\$ 1,967,664	\$ 1,967,664	\$ 1,275,922
Total Revenue		\$ 43,686,319	\$ 44,886,639	\$ 45,948,654	\$ 1,200,320
Expenditures					
100	Salaries	\$ 17,908,098	\$ 15,824,328	\$ 17,682,859	\$ 225,239
200	Benefits	\$ 11,215,351	\$ 9,638,787	\$ 11,087,435	\$ 127,916
300	Professional/Technical Services	\$ 1,805,796	\$ 1,799,960	\$ 1,976,353	\$ (170,557)
400	Property Services	\$ 1,117,100	\$ 1,137,559	\$ 1,183,550	\$ (66,450)
500	Other Services	\$ 5,855,294	\$ 4,648,306	\$ 5,559,370	\$ 295,924
600	Supplies/Books	\$ 1,469,483	\$ 1,194,681	\$ 1,464,509	\$ 4,974
700	Equipment/Property	\$ 420,929	\$ 453,018	\$ 458,560	\$ (37,631)
800	Other Objects	\$ 347,620	\$ 384,855	\$ 385,197	\$ (37,577)
900	Other Financial Uses	\$ 3,958,000	\$ 3,941,000	\$ 4,758,210	\$ (800,210)
Total Expenditures		\$ 44,097,671	\$ 39,022,494	\$ 44,556,043	\$ (458,372)
Revenues exceeding Expenditures		\$ (411,352)	\$ 5,864,145	\$ 1,392,612	\$ 741,948
Other Financing Sources/(Uses)					
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2022

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 07/01/2022	\$ 129,747.04	\$ 7,257.91
Deposits	\$ 56.70	\$ 3.08
Subtotal	\$ 129,803.74	\$ 7,260.99
Expenditures	\$ -	\$ 400.00
Cash Balance - 07/31/2022	\$ 129,803.74	\$ 6,860.99

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JULY 31, 2022

	BALANCE
GENERAL FUND	
FNB BANK	\$ 3,639,774
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 6,861
PLGIT	\$ 3,666,887
FNB MONEY MARKET	\$ 836,055
PSDLAF	\$ 162,628
INVEST PROGRAM	\$ 182,028
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,994,601
COMPENSATED ABSENCES	\$ 432,286
	<u>\$ 10,926,649</u>
 CAFETERIA FUND	
FNB BANK	\$ 41,967
PLGIT	\$ 1,048,718
	<u>\$ 1,090,685</u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,474
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 803
	<u>\$ 42,277</u>
 GRAND TOTAL	 <u>\$ 12,059,610</u>

ACTIVITIES & ATHLETICS REPORT

AUGUST 16, 2022

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. EXTRA ACTIVITY WORKER – 2022/2023 SCHOOL YEAR

It is recommended that the Board approve the following individual as extra activity worker for the 2022/2023 school year:

Selena Canello

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 237

Section PUPILS

Policy



Title ELECTRONIC DEVICES EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

Guide

Adopted MARCH 15, 2016

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 237 EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES <u>ELECTRONIC DEVICES</u></p> <p><u>Purpose</u></p> <p>The Keystone Oaks School District supports and encourages the use of technology to aid in education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.</p> <p>The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both <u>District owned and student owned</u> provided or any other technology <u>electronic devices</u>.</p> <p>The purpose of this policy is to acknowledge that student owned technology devices, hereinafter referred to as "SOTDs," may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess including, but not limited to, all devices</p>	
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POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

~~that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet.~~

~~Examples of these electronic devices include, but shall not be limited to, MP3 players, handheld game consoles, cellular phones, and smart phones such as iPhones, laptops or other student owned computers, as well as any new technology developed with similar capabilities of data storage or transmission.~~

The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees.

Electronic devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, and laptop computers, as well as any new technology developed with similar capabilities.

Section 2

Authority

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the ~~appropriate classroom teacher or~~ building administrator, who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring ~~SOTDs~~ such a device to school.

The ~~Keystone Oaks School~~ District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess

POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned ~~technologies~~ and student-owned electronic devices ~~SOTDs~~ on school property or at school-sponsored events. Except to the extent expressly authorized by this policy, the Board prohibits the use of cell phones by students during the school day in district buildings; on district property; and during the time students are under the supervision of the District.

SC 510

~~SOTDs are permitted, but not required by the District, for use during the school day for educational purposes and/or in approved locations only.~~

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a district or student owned device ~~SOTD~~ or file(s) contained on a district or student-owned device ~~SOTD~~ when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and the student's person in parental relation ~~parents/guardians~~ agrees that the District shall have such rights and there is no expectation of privacy that would restrict the District's exercise of such rights.

~~If there is reasonable suspicion that a violation of District policy has taken place, the device will be confiscated and delivered to the building administrator. The building administrator shall alert the Superintendent of the situation if a search is requested. The Superintendent must authorize that a search of the device may proceed prior to the search taking place. Only a District administrator may search a SOTD.~~

~~If a SOTD is confiscated, parents/guardians must contact the building administrator to retrieve the confiscated device. After two (2) business days, if the device is not retrieved, the building administrator shall turn over the device to the School Resource Officer. Parents/Guardians must then contact the School Resource Officer to retrieve the device.~~

POLICY NO. 237
EDUCATIONAL USE OF STUDENT OWNED
TECHNOLOGY DEVICES **ELECTRONIC DEVICES**

Section 3

Delegation of Responsibility

The Superintendent or designee shall annually notify students, ~~person(s) in parental relation~~ parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the District's website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

Section 4

Guidelines

1. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a person in parental relation.

~~1.2. The Keystone Oaks School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of electronic devices the SOTD. Within the classroom setting the teacher has full discretion as to if and how a device may be used by students.~~

~~2.3. During school hours, all Cell phones devices are to be turned off and out of sight during all instructional periods and activities kept in silent or vibrate mode.~~

~~3.4. All related School Board policies shall continue to apply in full force including Policy 862 and Policy 262, Internet/E-Mail Use by Students.~~

~~4.5. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their his/her electronic device SOTD to school. If a~~

Pol. 218, 226, 233

Pol. 262, 862

POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

student exercises the option to bring their electronic device ~~SOTD~~ to school, the student and the student's person(s) in parental relation ~~parents/guardians~~ understand that there is a limited expectation of privacy with regard to the student owned device ~~SOTD~~ and its content while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from using personal electronic devices in school, or criminal prosecution if applicable.

6. Appropriate use of electronic devices, other than cell phones, shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.

~~5.~~ Student-owned devices permitted for educational use only are not allowed to be used for accessing and/or using social media, sending messages (excluding email), making phone calls or taking pictures or audio recordings during instructional periods and activities.

7. Students may be permitted to turn on and/or use an electronic device during such time periods and in such areas designated for their use by the building principal. Such areas may include, at the discretion of the building principal, common areas such as the cafeteria, hallway areas, or school property outside of the building before or following the conclusion of the school day.

8. Reasonable use of electronic devices is permitted on district buses and other district transportation vehicles.

POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

provided that the use of said device does not disrupt or distract other students, passengers or the operator of the vehicle and does not pose a risk to the safe and orderly operation of the vehicle.

~~6.9.~~ Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of an electronic device ~~his/her SOTD~~ to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate ~~SOTD~~ confiscation by District staff, building principal and/or building security.

~~7. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.~~

10. The use of ANY electronic devices in restrooms, locker rooms, health suites or changing areas is strictly prohibited.

11. The use of an electronic device to take, store, disseminate, transfer, view or share any obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly prohibited. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies

~~8.~~12. The Keystone Oaks School District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.

Pol. 103, 218, 256,
~~257~~

18 PA. C.S.A. 5903

POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

~~9.~~13. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.

~~10.~~14. All District students and person(s) in parental relation~~parents/guardians~~ shall review this policy and associated technology procedures before students use any school and/or personally owned devices and the student and a person in parental relation~~parent/guardian~~ shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.

~~11.~~15. Students shall not use ~~cellular phones or other~~ electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

~~12. The Keystone Oaks School District, its teachers, or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to an SOTD.~~

~~13. Student technology support provided for SOTDs will be limited to self help documents posted on the District Intranet or wiki site.~~

~~14.~~16. Many electronic devices~~SOTDs~~ contain camera or motion picture recording technology – electronic devices~~SOTDs~~ are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person's permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.

~~15. Taking photos or video is strictly forbidden AT ALL TIMES in restrooms and locker rooms.~~

~~16.~~17. The use of student-owned electronic devices~~SOTDs~~ is forbidden during assemblies and detention.

POLICY NO. 237

~~EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES~~ ELECTRONIC DEVICES

~~17.~~18. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.

~~18. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the District's Administrative Procedures and Guidelines in compliance with this policy.~~

Exceptions

In addition to the types of use expressly permitted by this policy, the building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. Other reasons determined appropriate by the building administrator.

The building administrator may also grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

References:

Pol. 103.1, 113

POLICY NO. 237
EDUCATIONAL USE OF STUDENT OWNED
TECHNOLOGY DEVICES **ELECTRONIC DEVICES**

School Code – 24 P.S. Sec. 510

Title 18 (Crimes and Offenses) – 18 Pa. C.S.A. Sec. 5903~~701~~ **et seq.**

Board Policy – 103.1, 113, 218, 226, 233, 256, 262, 862,~~257~~