



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, JANUARY 17, 2023
7:00 PM**

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

Tuesday, January 17, 2023 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Board of School Directors Recognition**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

Tuesday, February 14, 2023 – 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 17, 2023

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization/Business/Legislative Minutes of December 6, 2022.

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- II. SHASDA Report *Mr. Santo Raso*
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV. News from the Boroughs
- V. EXECUTIVE SESSION
- VI. BOARD COMMITTEES 2023

Activities & Athletics	*Mr. LaPorte, Mrs. Donahue, Mr. Hill, Ms. Lindsey
Budget & Finance	*Mr. Hill, Ms. Evans, Mr. Raso, Mrs. Shaw
Buildings, Grounds & Transportation	*Mr. Raso, Mr. Hill, Mr. LaPorte, Mrs. Shaw
Communications	*Ms. Lindsey, Mrs. Donahue, Ms. Evans, Ms. Snyder
Education	*Mrs. Donahue, Ms. Lindsey, Mrs. Lydon, Ms. Snyder
Personnel	*Mrs. Lydon, Mrs. Donahue, Mr. LaPorte, Mr. Raso
Policy & Planning	*Mrs. Shaw, Ms. Evans, Mrs. Lydon, Ms. Snyder
Parkway West Career & Technology Center	Mrs. Shaw
SHASDA	Mr. Raso
PSBA	Mrs. Lydon

*Denotes Chairperson

SUPERINTENDENT'S REPORT

JANUARY 17, 2023

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

It is recommended that the Board approve the SECOND READING of Policy 108: *Adoption of Textbooks and Supplemental Resource Materials*.

II. SECOND READING POLICY 111: LESSON PLANS

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

III. SECOND READING POLICY 137: HOME EDUCATION

It is recommended that the Board approve the SECOND READING of Policy 137: *Home Education*.

IV. SECOND READING POLICY 214: CLASS RANK/GRADUATION HONORS

It is recommended that the Board approve the SECOND READING of Policy 214: *Class Rank/Graduation Honors*.

V. SECOND READING POLICY 237: ELECTRONIC DEVICES

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

VI. 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

VII. PENNSYLVANIA EDUCATOR.NET

It is recommended that the Board approve the Contract of Service between the Allegheny Intermediate Unit and the Keystone Oaks School District for the 2022/2023 school year at a cost not to exceed \$1,750.00.

For Information Only

The Allegheny Intermediate Unit operates www.PAeducator.net, which individuals may submit employment applications for review by prospective employers.

VIII. PROFESSIONAL DEVELOPMENT

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

Desiree Burns	PA Department of Education Annual Conference 2023 Hershey, PA March 1 – March 3, 2023	\$1,400.00
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EDUCATION REPORT

JANUARY 17, 2023

Mrs. Tamara Donahue, Chairperson

BOARD ACTION REQUESTED

I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2023/2024 school year.

II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2023/2024 school year.

PUPIL PERSONNEL REPORT

JANUARY 17, 2023

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SOLIANT CLIENT SERVICES AGREEMENT

It is recommended that the Board approve the Client Services Agreement between Soliant Health, LLC and the Keystone Oaks School District for the purpose of providing supplemental staffing for speech services to the District.

PERSONNEL REPORT

JANUARY 17, 2023

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Robert Ferguson	Custodian	June 9, 2023	21

II. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Katrina Bassett	Paraprofessional	January 7, 2023
Christopher Mastandrea	Custodian	December 13, 2022
Judith Nagy	Custodian	December 16, 2022

III. APPOINTMENTS

1. Long Term Substitute

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 substitute:

Jayci Ross
Special Education Teacher – Dormont
Effective – January 9, 2023
Salary - \$45,000.00 (B, Step 1)

2. 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>
Basketball (Boys, MS)	Assistant	Amy Torcaso	\$1,200.00

Musical (MS)	Assistant	Greg Pegher	\$4,000.00
Musical (MS)	Assistant	Nicole Zeak	\$1,750.00
Musical (MS)	Assistant	David Dickey	\$1,250.00
Musical (MS)	Assistant	Ian Scully-Szejko	\$2,000.00
Musical (MS)	Assistant	Sam Minnick Savolskis	\$1,250.00
Musical (MS)	Assistant	Lisa Warner	\$1,000.00
Musical (MS)	Assistant	Jess Scanga	\$250.00

IV. FAMILY AND MEDICAL LEAVE

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

Employee #4982 – January 5, 2023 – March 31, 2023

Employee #5045 – April 11, 2023 – June 2, 2023

FINANCE REPORT

JANUARY 17, 2023

Mr. Nafis Hill, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2022

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

A. General Fund as of December 31, 2022 (Check No. 68443-68634)	\$1,056,803.56
B. Food Service Fund as of December 31, 2022 (Check No. 9701-9707)	\$23,664.09
C. Athletics as of December 31, 2022 (Check No. 3407-3414)	\$6,419.45
D. Capital Reserve as of December 31, 2022 (None)	\$0.00
TOTAL	\$1,086,887.10

II. LETTER OF AGREEMENT – ALLEGHENY INTERMEDIATE UNIT

It is recommended that the Board approve the Letter of Agreement between the Keystone Oaks School to provide the District with on-site technical field support on as needed basis at a rate of \$360.00 per day (8-hours per day) through June 30, 2023.

III. KSL GROUP – E RATE CONSULTING SERVICES

It is recommended that the Board approve the Letter of Agreement between KSL Group and the Keystone Oaks School District for E Rate Consulting Services for the 2023-24 E Rate Program Year.

IV. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2023/2024 school year as follows:

	<u>2023/2024</u>
• Parkway West General Operation Budget	\$8,168,903
• Parkway West Jointure Budget	\$ 800,925

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

• Parkway West General Operating Budget	\$508,587.03
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- Parkway West Jointure Budget

\$ 41,506.16

For Information Only

The District's estimated share toward the General Operating Budget reflects an increase of \$23,856.55. The District's estimated share toward the Jointure Budget reflects an increase of \$3,059.49.

V. RESOLUTION 01-23 TAX INDEX

It is recommended that the Board adopt Resolution 01-23 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 2023/2024 fiscal year by more than the allowable index of 4.1%.

**KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF DIRECTORS
RESOLUTION 01-23**

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 2023/2024 fiscal year is 4.1%;

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 2023/2024 fiscal year by more than its index.

AND NOW, on this 17th day of January 2023, 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 2023/2024 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 2023/2024 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 2023/2024 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.

Mrs. Theresa Lydon, Board President

Mr. Joseph A. Kubiak, Board Secretary

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2022 – 2023 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2022-2023 BUDGET TOTAL	2022-2023 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 32,605,235	\$ 30,345,794	\$ (2,259,441)
7000	State Revenue Sources	\$ 12,384,162	\$ 6,530,716	\$ (5,853,446)
8000	Federal Revenue Sources	\$ 3,179,907	\$ 485,883	\$ (2,694,024)
Total Revenue		\$ 48,169,304	\$ 37,362,393	\$ (10,806,911)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 18,900,284	\$ 7,260,883	\$ 11,639,401
200	Benefits	\$ 12,181,398	\$ 4,869,556	\$ 7,311,842
300	Professional/Technical Services	\$ 2,074,087	\$ 711,274	\$ 1,362,813
400	Property Services	\$ 1,303,987	\$ 587,665	\$ 716,322
500	Other Services	\$ 5,494,138	\$ 2,244,271	\$ 3,249,867
600	Supplies/Books	\$ 1,664,642	\$ 1,067,722	\$ 596,920
700	Equipment/Property	\$ 463,355	\$ 533,133	\$ (69,778)
800	Other Objects	\$ 225,450	\$ 97,918	\$ 127,532
900	Other Financial Uses	\$ 6,155,158	\$ 2,502,677	\$ 3,652,481
Total Expenditures		\$ 48,462,499	\$ 19,875,099	\$ 28,587,400
Revenues exceeding Expenditures		\$ (293,195)	\$ 17,487,293	\$ 17,780,488
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

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

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/01/2022	\$ 154,949.84	\$ 9,988.55
Deposits	\$ 11,324.99	\$ 19,040.05
Subtotal	\$ 166,274.83	\$ 29,028.60
Expenditures	\$ -	\$ 6,469.45
Cash Balance - 12/31/2022	\$ 166,274.83	\$ 22,559.15

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2022

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,458,499
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 22,559
PLGIT	\$ 10,407,802
FNB MONEY MARKET	\$ 12,216,319
PSDLAF	\$ 164,539
INVEST PROGRAM	\$ 183,950
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,014,563
COMPENSATED ABSENCES	\$ 436,612
	\$ 26,910,373
CAFETERIA FUND	
FNB BANK	\$ 1,000,503
PLGIT	\$ 496,087
	\$ 1,496,590
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,889
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 813
	\$ 42,702
GRAND TOTAL	\$ 28,449,665

**BUILDINGS, GROUNDS &
TRANSPORTATION REPORT**

JANUARY 17, 2023

Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

I. FENCE – AIKEN ELEMENTARY

It is recommended that the Board approve the purchase and installation of a fence at Aiken Elementary by Redrock Fence Company at a cost not to exceed \$10,631.00.

II. MR. JOHN SEASONAL RENTAL AGREEMENT

It is recommended that the Board approve the Seasonal Rental Agreement between Mr. John and the Keystone Oaks School District through December 31, 2023.

ACTIVITIES & ATHLETICS REPORT

JANUARY 17, 2023

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. COMPETITIVE EVENT

It is recommended that the Board approve the following competitive event:

Odyssey of the Mind – Regional Competition (Level I)

Keystone Oaks High School

March 4, 2023

Number of Students – 110

Activity Sponsor – Jessica Dobson

Total District Funds Requested - \$1,200.00 (Registration fee for 10 teams)

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 108

Section PROGRAMS

Title ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

Adopted AUGUST 21, 1989

Last Revised MARCH 15, 2016;
FEBRUARY 16, 1998

POLICY NO. 108 ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS		
Section 1	<p><u>Authority</u></p> <p>It is the responsibility of the Board to adopt all textbooks and supplemental resource materials used as part of the educational program of the is-District. The Board shall, by an affirmative vote of a majority of the full Board, adopt all textbooks and supplementary resource materials used for instruction in the district's educational program. The District shall establish a planned cycle of textbook and supplemental resource material review and replacement.</p>	SC 508, 801, 803 Pol. 006
Section 2	<p><u>Definition</u></p> <p>Textbooks shall be defined as the books, in print or digital format, used as the basic source of information in the planned instruction.</p> <p>Supplemental resource materials shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital materials, software and instructional material.</p>	

**POLICY NO. 108
ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL
RESOURCE MATERIALS**

Section 3

Delegation of Responsibility

The Superintendent, ~~after consultation with administrative and professional staff,~~ shall be responsible for the selection and recommendation of textbooks and supplemental resource materials for Board consideration. ~~No a~~Adoption or change of a textbook or supplemental resource material shall be made ~~without~~^{upon} the ~~recommendation of the Superintendent's recommendation, except by.~~ ~~Otherwise~~ a two-thirds vote of the Board ~~is necessary without the recommendation of the Superintendent.~~

The Superintendent or ~~designee~~^{the Director of Curriculum, Instruction, Assessment and Staff Development} shall establish administrative regulations for reviewing, evaluating and selecting textbooks and supplemental resource materials.

Teachers and curriculum leaders who will use the text will be included throughout the review and selection process to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media.
5. Provide materials representative of the many religious, ethnic and cultural groups and their contribution to society.
6. Provide materials based on a selection process which avoids personal bias and social prejudices.

SC 508, 803
Pol. 006

**POLICY NO. 108
ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL
RESOURCE MATERIALS**

A list of all approved textbooks and supplemental resource materials used in district schools shall be maintained by the Superintendent or ~~designee~~ ~~the Director of Curriculum, Instruction, Assessment and Staff Development~~ and shall be available to Board members, district staff, students, ~~persons in parental relation~~ ~~parents/guardians~~ and community members.

Previously Revised: March 15, 2016; February 16, 1998

References:

School Code – 24 P.S. Sec. 508, 801, 803, ~~807.1~~

Board Policy – 006, 105.1, ~~610~~

Pol. 105.1

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 17, 2020

POLICY NO. 111 LESSON PLANS		
Section 1	<p><u>Authority</u></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
Section 2	<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 of units of instruction. Lesson plans shall be inspected and must conform to the guidelines established by the District’s Administrative Team, while being meaningful to the instructor for preparation.</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) available for review by administrators.</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>	

**POLICY NO. 111
LESSON PLANS**

Section 3

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. **The format for lesson plans shall be decided by the Administrative Team.**

~~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.~~

Previously Revised: **November 17, 2020**; March 21, 2017;
February 16, 1998

References:

School Code – 24 P.S. Sec. 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 137

Section PUPILS

Title HOME EDUCATION

Adopted AUGUST 21, 1989

Last Revised JUNE 30, 2020

POLICY NO. 137 HOME EDUCATION		
Section 1	<p><u>Authority</u></p> <p>Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.</p>	SC 1327, 1327.1 22 PA Code 11.31a
Section 2	<p><u>Definitions</u></p> <p>Appropriate Education – a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p>Hearing examiner – shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p>Home education program – a program conducted in compliance with the law by the person in parental relation. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p>Supervisor – the person in parental relation who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p>	SC 1327.1

POLICY NO. 137 HOME EDUCATION	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.</p>
Section 4	<p><u>Guidelines</u></p> <p><u>Notarized Affidavit</u></p> <p>Prior to the commencement of the home education program, and annually thereafter on August 1, the person in parental relation must file a notarized affidavit with the Superintendent setting forth the information required by law. SC 1327.1</p> <p><u>Unsworn Declaration</u></p> <p>In the event that the person in parental relations does not file a notarized affidavit, an unsworn declaration may be signed by the person in parental relations; however, unsworn declarations do not need to be notarized but instead, are governed under perjury statutes.</p> <p><u>Instructional Program</u></p> <p>The instructional program for home education students shall include such courses as required by law. SC 1327.1</p> <p><u>Loan of Instructional Materials</u></p> <p>At the request of the supervisor, the District shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials corresponding to the student's grade level. SC 1327.1</p> <p><u>Student Portfolio and Evaluations</u></p> <p>For each student participating in the home education program, the supervisor shall: SC 1327.1</p> <ol style="list-style-type: none"> 1. Maintain a portfolio of records and materials. 2. Provide an annual written evaluation of the student's

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	<p style="text-align: center;">POLICY NO. 137 HOME EDUCATION</p> <p>education progress.</p> <p><u>Graduation Requirements</u></p> <p>Graduation requirements for the home education program shall be consistent with the current class graduation requirements for any Keystone Oaks student. Graduation requirements are set forth in policy 217 Graduation Requirements.</p> <p>The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.</p> <p><u>Diplomas</u></p> <p>Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.</p> <p><u>Students With Disabilities</u></p> <p>A home education program meets the compulsory attendance requirements for students with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.</p> <p>The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.</p> <p>When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in district schools or in a private school licensed to provide such programs and services.</p> <p><u>Appropriate Education/Compliance Determination</u></p>	<p>SC 1327.1 Pol. 217</p> <p>SC 1327.1 Pol. 217</p> <p>SC 1327</p> <p>SC 1327</p> <p>SC 1327</p>
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POLICY NO. 137 HOME EDUCATION	
<p>A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that they/he has have ten (10) days to submit the certification.</p>	SC 1327.1
<p>If the Superintendent has a reasonable belief at any time that appropriate education may not be occurring in the home education program, they/he may submit a letter to the supervisor requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the District by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.</p>	SC 1327.1
<p>As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.</p>	SC 1327.1
<p><u>Hearings</u></p> <p>If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.</p>	SC 1327.1
<p>If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a district school, a nonpublic school or a licensed private academic school.</p>	SC 1327.1
<p><u>Appeal</u></p> <p>The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.</p>	SC 1327.1
<p><u>Transfers</u></p> <p>If a home education program is relocating to another</p>	SC 1327.1

**POLICY NO. 137
HOME EDUCATION**

Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to the relocation.

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.

SC 1327.1

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.

SC 1327.1

If the home education program is out of compliance, the Superintendent shall inform the home education supervisor and the Superintendent of the new district of residence of this status and the reason for the denial of the letter of transfer.

SC 1327.1

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for the denial of the letter of transfer.

If the Superintendent, is informed of pending proceedings related to a home education program relocating to the District, ~~they~~^{she} shall continue the home education program until the appeal process is finalized

SC 1327.1

Cooperation With Home Educators

In the District's view, friendly compliance with the home education law is in the best interest of the ~~student~~^{children}. Therefore, Keystone Oaks School District will allow, upon request of the home education supervisor, students to take:

- a. Nationally normed tests,
- b. health ~~screening~~ tests,
- c. ~~any course offered by the District~~^{health, art, music, and physical education, and}

	<p style="text-align: center;">POLICY NO. 137 HOME EDUCATION</p> <p>d. extracurricular activity participation.</p> <p>Previously Revised: June 30, 2020; February 8, 2006; February 16, 1998</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 1327, 1327.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.33</p> <p>Board Policy – Pol. 137.1, 217</p>	<p>Pol. 137.1</p>
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Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK/
GRADUATION HONORS

Adopted AUGUST 21, 1989

Last Revised APRIL 21, 2020

POLICY NO. 214 CLASS RANK/GRADUATION HONORS	
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the usefulness for a system of computing quality point averages for secondary school students to inform students, parents/guardians and others of their relative academic placement.</p>
Section 2	<p><u>Authority</u></p> <p><i>For the Senior Classes of 2020 and beyond:</i></p> <p>Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.</p>
Section 3	<p><u>Guidelines</u></p> <p>Quality points shall be awarded for each course according to Board Policy 127 – Assessment System based on the student’s final grade, the academic level, and the number of credits of the course.</p>

**POLICY NO. 214
CLASS RANK/GRADUATION HONORS**

~~*For the Senior Classes of 2020, 2021 and 2022:*~~

~~Students shall be ranked for Commencement proceedings in order from highest to lowest according to quality point averages.~~

~~Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.~~

~~*For the Senior Class of 2023 and beyond:*~~

Students shall be categorized according to the following:

- Honors 3.50-3.74
- High Honors 3.75+
- Distinguished Graduate 4.01+ other criteria

Distinguished Graduate

Additional criteria to be a Distinguished Graduate include: One-hundred (100) or more hours of community service, according to District guidelines; and a leadership position within the school or community; ~~and less than four unexcused tardies and three unexcused absences.~~

Distinguished Graduate(s) will be selected through a Committee to speak at Commencement, along with the class president.

Section 4

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the computation of quality point averages to implement this policy and procedures for selection of a Distinguished Graduate(s) to speak at Commencement.

22 PA Code 4.24

POLICY NO. 214
CLASS RANK/GRADUATION HONORS

References:

State Board of Education Regulations – 22 PA Code Sec. 4.24

Board Policy – 127

Revision History: [April 21, 2020](#); August 20, 2019; March 26, 2015; June 28, 1999

Policy Guide



Policy No. 237

Section PUPILS

Title ELECTRONIC DEVICES

Adopted MARCH 15, 2016

Last Revised SEPTEMBER 20, 2022

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</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 District owned and student owned electronic devices.</p> <p>The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees.</p> <p>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.</p>	
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**POLICY NO. 237
ELECTRONIC DEVICES**

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 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 such a device to school.

The District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess 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 and student-owned electronic devices 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.

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 or file(s) contained on a district or student-owned device 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 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.

SC 510

Section 3

Delegation of Responsibility

The Superintendent or designee shall annually notify students, person(s) in parental relation 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

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>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.</p> <p>All District students and person(s) in parental relation shall review this policy and associated technology procedures before students use any school and/or personally owned devices. The student and a person in parental relation shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</p> <p><u>Guidelines</u></p> <ol style="list-style-type: none"> 1. Violations of this policy by a student shall result in disciplinary action, including but not limited to confiscation of the device, banning of the student from using the personal electronic device in school or criminal prosecution if applicable. <p style="padding-left: 40px;">The confiscated item shall not be returned until a conference has been held with a person in parental relation and a building administrator.</p> <ol style="list-style-type: none"> 2. The administrators retain full oversight in their buildings regarding appropriate, necessary, and/or permissible use of electronic devices 3. Cell phones are to be turned off and out of sight during school hours. 4. All related School Board policies shall continue to apply in full force. 5. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their electronic device to school. If a student exercises the option to bring their electronic device to school, the student and the student’s person(s) in parental relation understand that there is a limited expectation of privacy with regard to the student owned device and its content while on school premises. When in school, students using their own devices must be logged-in using their assigned district Google credentials. 	<p>Pol. 218, 226, 233</p>
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**POLICY NO. 237
ELECTRONIC DEVICES**

6. Appropriate use of electronic devices including headphones, both wired and wireless, 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.
7. Reasonable use of electronic devices is permitted on district buses and other district transportation vehicles, 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.
8. 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 to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate confiscation by District staff, building principal and/or building security.
9. The use of ANY electronic devices in restrooms, locker rooms, health suites or changing areas is strictly prohibited.
10. 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

Pol. 103, 218, 256

18 PA. C.S.A. 5903

**POLICY NO. 237
ELECTRONIC DEVICES**

district may report such conduct to state and/or federal law enforcement agencies

11. The 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.
12. 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.
13. Students shall not use 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.
14. Many electronic devices contain camera or motion picture recording technology – electronic devices 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. The use of student-owned electronic devices is forbidden during assemblies and detention.
16. 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.
17. If a person in parental relation needs to contact their student, they must do so by contacting the building secretary.

**POLICY NO. 237
ELECTRONIC DEVICES**

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.

[Previously Revised: September 20, 2022](#)

References:

School Code – 24 P.S. Sec. 510

Title 18 Crimes and Offenses – 18 Pa. C.S.A. Sec. 5903.

Board Policy – 103.1, 113, 218, 226, 233, 256

Pol. 103.1, 113