

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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, APRIL 22, 2025  
7:00 PM**

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

## **Tuesday, April 22, 2025 – Business/Legislative**

### **7:00 PM Meeting**

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

## **Tuesday, May 13, 2025 – 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**

**APRIL 22, 2025**

**Mrs. Tamara Donahue**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of March 11, 2025 and the Business/Legislative Minutes of March 18, 2025.

## **FOR INFORMATION ONLY**

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

# **SUPERINTENDENT'S REPORT**

**APRIL 22, 2025**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 919: TITLE I PARENT AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy 919: *Title I Parent and Family Engagement*.

### **II. SECOND READING POLICY 919.1: TITLE I DORMONT ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

It is recommended that the Board approve the SECOND READING of Policy 919.1: *Title I Dormont Elementary School Parent and Family Engagement Policy*.

### **III. SECOND READING POLICY 919.2: TITLE I MYRTLE ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

It is recommended that the Board approve the SECOND READING of Policy 919.2: *Title I Myrtle Elementary School Parent and Family Engagement Policy*.

### **IV. FIRST READING POLICY 707: USE OF SCHOOL FACILITIES**

It is recommended that the Board approve the FIRST READING of Policy 707: *Use of School Facilities*.

### **V. FIRST READING ATTACHMENT 707-AR-1: KEYSTONE OAKS FACILITIES USAGE APPLICATION AND AGREEMENT**

It is recommended that the Board approve the FIRST READING of Attachment-707-AR-1: *Keystone Oaks Facilities Usage Application and Agreement*.

### **VI. FIRST READING ATTACHMENT 707-AR-2: KEYSTONE OAKS FACILITIES RENTAL FEE SCHEDULE**

It is recommended that the Board approve the FIRST READING of Attachment 707-AR-2: *Keystone Oaks Facilities Rental Fee Schedule*.

### **VII. FIRST READING POLICY 815.1: USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION**

It is recommended that the Board approve the FIRST READING of Policy 815.1: *Use of Artificial Intelligence in Education*.

## **VIII. 2025/2026 BOARD MEETING DATES**

It is recommended that the Board approve the 2025/2026 Board Meeting dates as listed below through the month of June 2026:

<b>August 12, 2025</b> <b>August 19, 2025</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>September 9, 2025</b> <b>September 16, 2025</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>October 14, 2025</b> <b>October 21, 2025</b>	<b>Work Session (Location: Parkway West)</b> <b>Business/Legislative</b>
<b>November 11, 2025</b> <b>November 18, 2025</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>December 2, 2025</b> <b>December 9, 2025</b>	<b>Reorganization/Work Session</b> <b>Business/Legislative</b>
<b>January 13, 2026</b> <b>January 20, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>February 10, 2026</b> <b>February 17, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>March 10, 2026</b> <b>March 17, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>April 14, 2026</b> <b>April 21, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>May 12, 2026</b> <b>May 19, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>
<b>June 9, 2026</b> <b>June 16, 2026</b>	<b>Work Session</b> <b>Business/Legislative</b>

## **IX. PROFESSIONAL DEVELOPMENT**

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

<b>Sarah Welch</b>	NSPRA National Seminar Washington, DC July 20 – 23, 2025	\$600.00
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For Information Only

PenSPRA is covering the cost of registration, mileage and hotel for Ms. Welch. District funds requested are for parking and meals.

# **PUPIL PERSONNEL REPORT**

**APRIL 22, 2025**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. MHY FAMILY SERVICES ATTACHMENT B**

It is recommended that the Board approve Attached B Agreement between MHY Family Services and the Keystone Oaks School District for ESY services for the 2024/2025 school year.

### **II. THE BRADLEY CENTER**

It is recommended that the Board approve the 2025/2026 Agreement for Educational Services between The Bradley Center and the Keystone Oaks School District.

### **III. RIVER ACADEMY OF EXCELLENCE**

It is recommended that the Board approve the Student Education Agreement between River Academy of Excellence and the Keystone Oaks School District.

### **IV. SAINT VINCENT COLLEGE OF EDUCATION AGREEMENT**

It is recommended that the Board approve the Limited Affiliation Agreement between Saint Vincent College of Education and Keystone Oaks School District effective April 23, 2025 through April 22, 2026.

### **V. SETON HILL UNIVERSITY – ADDENDUM**

It is recommended that the Board approve the Addendum to College in High School Dual Credit Agreement between Seton Hill University and the Keystone Oaks High School for the academic years 2025 – 2028.

#### **For Information Only**

The purpose of the Addendum is to modify the provisions related to Student Eligibility and Tuition for the 2025-2026 academic year.

# PERSONNEL REPORT

APRIL 22, 2025

Mrs. Tamara Donahue, Co-Chairperson  
Ms. Emily Snyder, Co-Chairperson

## BOARD ACTION REQUESTED

### I. APPOINTMENTS

#### 1. Food Service Personnel

It is recommended that the Board approve the employment of the following Food Service Personnel:

Donna Lee Hays  
Salary - \$13.00/hour  
Start Date – April 9, 2025

#### 2. Change in Stipend Amount

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)		William Eibeck	\$7,250.00

#### 3. 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 2024/2025 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)	Assistant	Richard Smith	\$7,250.00
	Assistant	James Critchfield	\$5,000.00
	Assistant	Gina Huss	\$3,000.00
	Assistant	Craig Wetzel	\$3,300.00
	Assistant	Kim Potenga	\$1,000.00
	Assistant	Ed Poellot	\$675.00
	Assistant	Joshua Beck	\$525.00
	Assistant	Suzanne Levinson	\$600.00
	Assistant	Jeffrey Knell	\$600.00
	Assistant	Cynthia Mancini	\$600.00
	Assistant	Joseph Segelke	\$600.00
	Assistant	William Purse	\$600.00



Assistant	<b>Andrew Casile</b>	\$600.00
Assistant	<b>Keith Reed</b>	\$600.00
Assistant	<b>Patrick O'Donnell</b>	\$600.00
Assistant	<b>Abby Langhorst</b>	\$600.00
Assistant	<b>Lisa Harrier</b>	\$600.00

## **II. FAMILY AND MEDICAL LEAVE**

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

Employee #4029 – April 30, 2025 – June 9, 2025

## **III. INTERMITTENT FAMILY AND MEDICAL LEAVE**

It is recommended that the Board approved the following individual for an Intermittent Family and Medical Leave:

Employee #4559 – March 3, 2025 – March 2, 2026

# FINANCE REPORT

APRIL 22, 2025

Mr. Nafis Hill, Chairperson

## **BOARD ACTION REQUESTED**

### **I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MARCH 31, 2025**

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

A. General Fund as of March 31, 2025 (Check No. 74501-74695)	\$1,150,854.84
B. Food Service Fund as of March 31, 2025 (Check No. 9948-9958)	\$59,065.30
C. Athletics as of March 31, 2025 (None)	\$0.00
D. Capital Reserve as of March 31, 2025 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,209,920.14</b>

### **II. VECTOR SOLUTIONS**

It is recommended that the Board approve Vector Solutions to provide on-line Professional Development effective July 1, 2025 at a cost not to exceed \$7,244.00.

**FOR INFORMATION ONLY****I. EXPENDITURE/REVENUE 2024 – 2025 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2024-2025 BUDGET TOTAL	2024-2025 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 33,846,624	\$ 31,934,572	\$ (1,912,052)
7000	State Revenue Sources	\$ 14,399,956	\$ 10,098,911	\$ (4,301,045)
8000	Federal Revenue Sources	\$ 959,403	\$ 348,278	\$ (611,125)
<b>Total Revenue</b>		<b>\$ 49,205,983</b>	<b>\$ 42,381,762</b>	<b>\$ (6,824,221)</b>

				(OVER) UNDER BUDGET
<b>Expenditures</b>				
100	Salaries	\$ 22,081,671	\$ 13,264,760	\$ 8,816,911
200	Benefits	\$ 14,214,529	\$ 9,598,696	\$ 4,615,833
300	Professional/Technical Services	\$ 2,320,940	\$ 1,615,199	\$ 705,741
400	Property Services	\$ 1,586,550	\$ 1,017,576	\$ 568,974
500	Other Services	\$ 5,749,351	\$ 4,162,020	\$ 1,587,331
600	Supplies/Books	\$ 2,399,763	\$ 1,408,368	\$ 991,395
700	Equipment/Property	\$ 1,056,771	\$ 723,057	\$ 333,714
800	Other Objects	\$ 101,910	\$ 55,575	\$ 46,335
900	Other Financial Uses	\$ -	\$ 1,218,647	\$ (1,218,647)
<b>Total Expenditures</b>		<b>\$ 49,511,485</b>	<b>\$ 33,063,899</b>	<b>\$ 16,447,586</b>

<b>Revenues exceeding Expenditures</b>	<b>\$ (305,502)</b>	<b>\$ 9,317,862</b>	<b>\$ 9,623,364</b>
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**Other Financing  
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2025

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 03/01/2025	\$ 351,619.76	\$ 101,488.80
Deposits	\$ 4,054.18	\$ 946.10
Subtotal	\$ 355,673.94	\$ 102,434.90
Expenditures	\$ 97.63	\$ 1,424.18
Cash Balance - 03/31/2025	\$ 355,576.31	\$ 101,010.72

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF MARCH 31, 2025

#### BALANCE

#### GENERAL FUND

FNB BANK	\$ 1,906,262
PAYROLL (pass-thru account)	\$ 7,071
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 101,011
PLGIT	\$ 14,450,241
FNB MONEY MARKET	\$ 2,466,530
PSDLAF	\$ 183,515
INVEST PROGRAM	\$ 205,613
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,194,293
COMPENSATED ABSENCES	\$ 475,622
	<u><u>\$ 21,990,158</u></u>

#### CAFETERIA FUND

FNB BANK	\$ 249,564
PLGIT	\$ 2,393,613
	<u><u>\$ 2,643,177</u></u>

#### CONSTRUCTION FUND / CAP RESERVE

FNB BANK	\$ 45,652
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 908
	<u><u>\$ 46,561</u></u>

<b>GRAND TOTAL</b>	<u><u>\$ 24,679,896</u></u>
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# **BUILDINGS, GROUNDS & TRANSPORTATION REPORT**

**APRIL 22, 2025**

**Mr. Santo Raso, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. METHANE EXHAUST SYSTEM FEASIBILITY STUDY – FRED L. AIKEN ELEMENTARY SCHOOL**

It is recommended that the Board approve NIRA Consulting Engineers, Inc. to perform a Methane Exhaust System Feasibility Study and Storm Water Investigation at Fred L. Aiken Elementary School at a cost not to exceed \$16,000.00.

#### **For Information Only**

The District will have to hire a third-party CCTV contractor to allow proper surveying measurements of the storm water sewer and to televise and inspect the detention storm sewer.

### **II. STERATORE SANITARY SUPPLY**

It is recommended that the Board approve the purchase of an auto scrubber for Dormont Elementary School from Steratore Sanitary Supply at a cost not to exceed \$7,750.00.

# ACTIVITIES & ATHLETICS REPORT

**APRIL 22, 2025**

**Mr. Tom LaPorte, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. COMPETITIVE EVENTS**

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

#### **Educators Rising National Conference (Level III)**

Orlando, FL

June 26 – 29, 2025

Number of Students - 2

Activity Sponsor – Emily Brill

District Funds Requests for Students - \$1,500.00

District Funds Requested for Sponsor – \$2,676.00

Total Districts Funds Requested - \$4,176.00

#### **FBLA Leadership Conference (Level II)**

Hershey, PA

April 7 – 9, 2025

Additional Activity Sponsor – Paige Petroval

District funds requested for additional Activity Sponsor - \$1,600.00

Total Additional District Funds Requested - \$1,600.00

#### **Odyssey of the Mind – World Competition (Level III)**

Michigan State University

May 21 – 24, 2025

Number of Students – 27

Activity Sponsor – Jessica Dobson

Activity Coaches – 4

District Funds Requested for Students - \$19,710.00

Estimated District Funds Requested for Sponsor and Coaches - \$6,568.60

Estimated Total District Funds Requested - \$26,278.60

# Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Last Revised JANUARY 18, 2022

Reviewed JANUARY 16, 2024

POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT		
Section 1	<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>	20 U.S.C. 6318 Pol. 102
Section 2	<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>	
Section 3	<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>	20 U.S.C. 6318

	<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. <a href="#">The District involves parents and family members in the development of the Consolidated Application by inviting input at our spring family engagement event, before the application is written, and through an annual survey. Agenda items include the use of funds from Title I, II, and IV, and parent involvement set-aside if available. All Title I families are invited to participate.</a> 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. <a href="#">The District involves parents and family members in school review and improvement through participation in the PFO, school and district initiatives, and the Superintendent Parent Group.</a></p>	<p>20 U.S.C. 6312 SC 510.2</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</p>	<p>20 U.S.C. 6318</p>



	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>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>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.</p> <p>At these meetings, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> <li>1. Timely information about Title I programs and district and school level parent/guardian engagement activities.</li> <li>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.</li> <li>3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.</li> </ol> <p>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:</p> <ol style="list-style-type: none"> <li>1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members. <i>The district evaluates the effectiveness of the parent and family engagement policy through an annual survey to Title I families, review and revision of the policy at the fall and spring parent meetings, and feedback from the Title I Parent Advisory Council.</i></li> <li>2. Communicate with parents and family members about the plan and seek their input and participation through</li> </ol>	<p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318, 6312</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>efficient means of communication such as, the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.</p> <ol style="list-style-type: none"><li>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.</li><li>4. Analyze and share the results of the Title I Parent/Family Survey.</li><li>5. Post school performance data on the district's website.</li><li>6. Distribute and discuss the School-Parent and Family Compact.</li><li>7. Host various parent and family nights at each school building with a Title I program.</li><li>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.</li><li>9. Actively recruit parents and family members to participate in school review and improvement planning.</li><li>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.</li><li>11. Invite participation of parents and family members at the regular comprehensive planning committee meetings,</li></ol>	
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.</p> <p>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.</p> <p><u>Building Capacity for Parent and Family Engagement</u></p> <p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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: <ol style="list-style-type: none"> <li>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.</li> <li>b. Using technology, including education about the harms of copyright piracy, as appropriate.</li> <li>c. Providing information, resources and materials in</li> </ol> </li> </ol>	<p>20 U.S.C. Sec. 6318, 6312</p> <p>20 U.S.C. 6318</p> <p>Pol. 102, 127</p> <p>Pol. 814</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>a user-friendly format.</p> <ul style="list-style-type: none"> <li>d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.</li> <li>e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.</li> <li>f. The District provides technical assistance to schools through monthly administration meetings and monthly Title I staff meetings to review and plan parent and family engagement activities.</li> </ul> <p>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 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.</p> <p>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. The District coordinates with other federal, State and local laws and programs through a partnership with Head Start and Hi5! From the Allegheny Intermediate Unit to develop and implement a plan for kindergarten transition.</p> <p>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</p>	<p>Pol. 833</p> <p>20 U.S.C. 2318, 7845 Pol. 140, 212 29 U.S.C. 3271 et seq. 42 U.S.C. 11301 et seq., 9831 et seq.</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>communication strategies.</p> <ol style="list-style-type: none"> <li>Train parents and family members to enhance the involvement of other parents and family members.</li> <li>Adopt and implement model approaches to improving parent and family engagement.</li> <li>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.</li> <li>Engage community-based organizations and businesses in parent and family engagement activities.</li> <li>Implement an effective means of outreach to the families of English learners.</li> </ol> <p><u>Coordinating Parent and Family Engagement Strategies</u></p> <p>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:</p> <ol style="list-style-type: none"> <li>Involving district and program representatives to assist in identifying specific parent and family member needs.</li> <li>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>Barriers to parent and family member participation, with</li> </ol>	<p>20 U.S.C. 6318, 7845 Pol. 140, 212 29 U.S.C. 3271 et seq., 701 et seq 42 U.S.C. 11301 et seq., 9831 et seq.</p> <p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>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.</p> <ol style="list-style-type: none"> <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> <li>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.</li> <li>5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.</li> <li>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.</li> </ol> <p>The District shall use the findings of the annual evaluation to design evidence-based strategies <a href="#">to align with evidence-based strategies to involve parents, using A Toolkit for Title I Parental Involvement from the National Center for Family and</a></p>	<p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p><a href="#">Community connections</a> for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.</p> <p><u>School-Parental Compact</u></p> <p>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. <a href="#">Additional ways the LEA involves parents and family members, like a Parent Advisory Council (PAC) include a Title I Parent Advisory Council, PFOs at each school, and Superintendent's parent group.</a> The compact shall:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p><u><a href="#">Title I Funds</a></u></p>	<p>Pol. 916</p> <p>Pol. 916</p> <p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

~~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.~~

~~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:~~

- ~~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.~~
- ~~2. Supporting programs that reach parents and family members at home, in the community, and at school.~~
- ~~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.~~
- ~~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.~~
- ~~5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.~~

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited

20 U.S.C. 6318  
Pol. 140



	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>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>	
<b>Section 5</b>	<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> <li>3. A description of the services to be provided.</li> <li>4. A copy of this policy and the School-Parent and Family Compact.</li> </ol> <p>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:</p> <ol style="list-style-type: none"> <li>1. Support their child's learning.</li> <li>2. Participate, as appropriate, in decisions relating to the education of their child and positive use of</li> </ol>	<p>20 U.S.C. 6318, 6312</p> <p>20 U.S.C. 6318</p>

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

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

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.

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>Head Start Act – 42 U.S.C. Sec. 9831 et seq.</p> <p>The McKinney-Vento Homeless Assistance Act – 42 U.S.C. Sec. 11301 et seq.</p> <p>Board Policy – 102, 140, 127, 212, 814, 916</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy

# Guide



Policy No. 919.1

Section COMMUNITY

Title TITLE I DORMONT  
ELEMENTARY SCHOOL  
PARENT AND  
FAMILY ENGAGEMENT POLICY

Adopted NOVEMBER 17, 2015

Last Revised APRIL 18, 2023

	<b>POLICY NO. 919.1 TITLE I DORMONT ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY</b>	
<b>Section 1</b>	<b><u>Purpose</u></b>  The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Dormont Elementary in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.	
<b>Section 2</b>	<b><u>Definition</u></b>  <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.	
<b>Section 3</b>	<b><u>Guidelines</u></b>  Dormont Elementary will involve parents and family in the development of the school plan and in the process of school review and improvement in the following ways through participation <del>on the Parent and Family Member Advisory Council and other forms:</del> initially through the PFO and then with	

	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT  AND FAMILY ENGAGEMENT POLICY</b></p> <p>subsequent Title I parent meetings to review and revise the policy. All policies are posted on the District website, distributed to Title I parents, and available in all schools.</p> <ol style="list-style-type: none"> <li>1. Title I parents and family will participate in the development of the Title I Plan and will be part of the school review and school improvement (if applicable) procedures.</li> <li>2. Title I parents and family will serve on the Parent and Family Advisory Council for the Title I Plan and the School Improvement Plan (if applicable).</li> <li>3. Title I parents and family will plan, review, and update the School's and District's Title I Parent and Family Engagement policies.</li> <li>4. Title I parents and family will jointly develop a School-Parent and Family Compact that outlines how parents and family, the entire school staff, and students will share in the responsibility for improved student achievement.</li> <li>5. A yearly meeting will be held to provide Title I parents and family the opportunity for input into the planning, implementation, and evaluation of the Title I program.</li> </ol> <p>Dormont Elementary School will meet with parents and family members annually in the fall and spring by sending invitations to participating parents. Dormont Elementary will hold an annual meeting with Title I parents and family in September to inform parents and family of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The following items will be discussed: Title I budget, Parent and Family Engagement Policies, overview of Title I (expectations and requirements), standards-based instruction and assessment, overview of the school's curriculum, proficiency levels, multiple criteria for entrance into the program, monitoring student progress, how to work with teachers, parent and family resource center, school-home compact, and activities for home. The school accommodates meeting requests submitted to the school principal and</p>	<p>ESEA Sec. 1118(d)</p> <p>ESEA Sec. 1118(c)(4)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>scheduled at a mutually agreed upon time. Should additional meetings be held they will be held in the early evening, based on results from the parent survey, at the central office to accommodate all communities.</p> <p>Parents and family will be invited by letter in their native/preferred language and additional contact as necessary. Dormont Elementary will provide technical assistance and support to its Title I program in planning and implementing effective parent and family engagement activities. The school involves parents and family members in school review and improvement of the parent and family engagement program through an annual survey to Title I families, review and revision of the policy at fall and spring parent meetings, and feedback from the Title I Parent Advisory Council. The school will:</p> <ol style="list-style-type: none"> <li>1. Assist the Title I program in identifying clear and measurable goals for parent and family engagement.</li> <li>2. Actively support staff and promote efforts that increase the level of parent and family engagement, such as Meet the Teacher, Curriculum Night, Parent-Teacher Conferences, Read across America week, Camp Read A Lot, and book fairs.</li> <li>3. Provide parents and family and staff information, materials, and training on required and effective parent and family engagement policies and practices. Provide to Title I program best practices, ideas, materials, new approaches, research, and other program information in order to improve their parent and family involvement programs.</li> <li>4. Research and model effective parent and family engagement activities and practices.</li> <li>5. Provide resource materials for parent and family meetings, workshops, and take home learning activities. Parent and family meetings, including parent and family conferences, will be held at different times during the day. The school will provide, if requested by parents and family, opportunities for regular meetings to formulate</li> </ol>	<p>ESEA Sec. 1118(e)(4)</p> <p>ESEA Sec. 1111(h)(6)(B)(i)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT  AND FAMILY ENGAGEMENT POLICY</b></p> <p>suggestions and to participate, as appropriate, in decisions related to the education of their children, and respond to any suggestions as soon as practically possible.</p> <ol style="list-style-type: none"> <li>6. Provide parents and family of participating children with timely information about the Title I program. Parents and family will be invited to parent-teacher conferences and receive a Title I report card twice a year. Information can also be obtained through the Title I page of our website and from our Parent Resource Center, located in the Title I room at Dormont Elementary. <a href="#">The school informs parents and family members about the Title I program through an explanation at the fall Title I parent meeting and through a letter inviting participation.</a></li> <li>7. Assist Title I program with training and ideas on reaching hard-to-reach parents and family and parent and family involvement activities.</li> <li>8. Collaborate with the PFO, Parent and Family Advisory Council, community agencies, and businesses to provide activities that build capacity for parents and family to assist learning and participate in school processes, such as parent and family workshops or family unity activities.</li> <li>9. Participate in the organization Trying Together and other opportunities to collaborate with Head Start and PreK programs.</li> </ol> <p>Dormont Elementary will build the school's and parents' and families' capacity for involvement by offering programs to strengthen the school/family partnership by providing materials and training for school staff and parents and family. A School-Parent and Family Compact will be jointly developed and reviewed annually. The Compact outlines how parents and family, the entire school staff, and students will share in the responsibility for improved student achievement. The school will:</p>	
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	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <ol style="list-style-type: none"> <li>1. Educate school staff and parent and family in the value of contributions of parents and family and how to reach out to, communicate, with, and work with the parents and family as equal partners to implement and coordinate programs and to build ties between parents and family and the school through faculty meetings and professional development using training materials from the State Parent Advisory Council.</li> <li>2. Provide staff development for teachers, families, administrators, staff and others on how to increase the level of quality of family engagement through PFO meetings and faculty meetings.</li> <li>3. Provide training through meetings, resources, and conferences to parents and family in understanding topics such as the importance of challenging academic standards and how they can help their children meet them, monitoring their children's progress, and literacy skills that help parents and family work with their children. Training will include resources on the school district website, activities to do at home, and the parent and family resource center. Assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child's progress through a Parent Resource Center at each school, parent resources on the District website, presentations at curriculum nights, and Parent-Teacher Conferences.</li> <li>4. Provide information and, if needed, assistance to program and parents and family in understanding state academic content and performance standards, state and local assessments, requirements for Title I, and how the parents and family can assist in their child's education. The school explains the curriculum, State standards, and assessment at the fall Annual Parent meeting with the Assistant to the Superintendent for Student Achievement providing an overview of programs and assessments used. Assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor</li> </ol>	
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	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT  AND FAMILY ENGAGEMENT POLICY</b></p> <p>their child’s progress through a Parent Resource Center at each school, parent resources on the District website, presentations at curriculum nights, and Parent-Teacher Conferences.</p> <ol style="list-style-type: none"> <li>5. Provide the school, to the extent feasible and appropriate, with information on how to work with business partners and/or community organization to learn about Title I to encourage school/family/community partnerships. The school will use parents to train staff on how to work with parents as equal partners through use of the State Parent Advisory Council (SPAC) skits.</li> <li>6. Provide information to the school and parents and family on the district website under Parent Resource Center.</li> <li>7. Ensure Title I parents and family with limited English proficiency, literacy difficulties, or other disabilities are given the same opportunities as other parents and family but these opportunities may be structured, adapted, or modified so that these parents and family may receive the same benefits and services as the other Title I parents and family. The school includes parents and family members of English Learners by offering translated materials. The school will ensure information is in a language parents can understand by collecting preferred languages of families and utilizing TransPerfect and translation features on the District website and Parent Square.</li> <li>8. Coordinate Title I parent/and family engagement activities, to the extent feasible and appropriate, with other programs by providing mutual parent and family engagement training and information through collaboration with the PFO.</li> <li>9. Conduct an annual survey and follow-up meeting in the spring for Title I parents and family to evaluate the content and effectiveness of the Title I parent and family engagement plans, procedures, and policies and use the evaluation to identify successful engagement strategies, barriers to participation, and make recommendations for</li> </ol>	<p>ESEA Sec.  1118(a)(3)(C)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.1</b>  <b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT  AND FAMILY ENGAGEMENT POLICY</b></p> <p>improving parent and family engagement. Barriers to participation of parents and family who are economically disadvantaged, disabled, have limited English proficiency, are limited in literacy skills, or are part of an ethnic minority background, will be identified to ensure greater parent/guardian participation in school activities. If necessary, after review of the findings of the evaluation, procedures will be revised.</p> <p>10. <a href="#">The school coordinates with other federal, State and local programs include public preschool programs through a partnership with Head Start and Hi5! From the Allegheny Intermediate Unit to develop and implement a plan for kindergarten transition.</a></p> <p>Dormont Elementary will budget at least one (1) percent of its allocation for parent/guardian engagement materials and activities, if applicable. At least ninety-five (95) percent of the one (1) percent of the allocation for parent and family engagement at the District level will be used for school-based parent and family engagement activities.</p> <p>Parents and family will have input into the funding for parent/guardian engagement through the District and school planning process. Title I funds may be used to pay for reasonable and necessary expenses associated with parent/guardian engagement activities, including transportation, childcare, or home visit expenses to enable parents and family to participate in school-related meetings and training sessions.</p> <p>Previously Revised: December 12, 2017</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Elementary and Secondary Education Act – ESEA Sec. 1111, 1118</p> <p>Board Policy – 102</p>	
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	<p><b>POLICY NO. 919.1</b></p> <p><b>TITLE I DORMONT ELEMENTARY SCHOOL PARENT</b></p> <p><b>AND FAMILY ENGAGEMENT POLICY</b></p>	
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy

# Guide



Policy No. 919.2

Section COMMUNITY

Title TITLE I MYRTLE AVENUE  
ELEMENTARY SCHOOL  
PARENT AND  
FAMILY ENGAGEMENT POLICY

Adopted NOVEMBER 17, 2015

Last Revised APRIL 18, 2023

	<p><b>POLICY NO. 919.2</b></p> <p><b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY</b></p>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Myrtle Avenue Elementary in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.</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>Guidelines</u></b></p> <p>Myrtle Avenue Elementary will involve parents and family in the development of the school plan and in the process of school review and improvement in the following ways through participation <del>on the Parent and Family Member Advisory Council and other forms:</del> initially through the PFO and then with</p>	

	<p style="text-align: center;"><b>POLICY NO. 919.2</b>  <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b>  <b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>subsequent Title I parent meetings to review and revise the policy. All policies are posted on the District website, distributed to Title I parents, and available in all schools.</p> <ol style="list-style-type: none"> <li>1. Title I parents and family will participate in the development of the Title I Plan and will be part of the school review and school improvement (if applicable) procedures.</li> <li>2. Title I parents and family will serve on the Parent and Family Advisory Council for the Title I Plan and the School Improvement Plan (if applicable).</li> <li>3. Title I parents and family will plan, review, and update the School's and District's Title I Parent and Family Engagement policies.</li> <li>4. Title I parents and family will jointly develop a School-Parent and Family Compact that outlines how parents and family, the entire school staff, and students will share in the responsibility for improved student achievement.</li> <li>5. A yearly meeting will be held to provide Title I parents and family the opportunity for input into the planning, implementation, and evaluation of the Title I program.</li> </ol> <p>Myrtle Avenue Elementary School will meet with parents and family members annually in the fall and spring by sending invitations to participating parents. Myrtle Avenue Elementary will hold an annual meeting with Title I parents and family in September to inform parents and family of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The following items will be discussed: Title I budget, Parent/ and Family Engagement Policies, overview of Title I (expectations and requirements), standards-based instruction and assessment, overview of the school's curriculum, proficiency levels, multiple criteria for entrance into the program, monitoring student progress, how to work with teachers, parent and family resource center, school-home compact, and activities for home. The school accommodates meeting requests submitted to the school</p>	<p>ESEA Sec. 1118(d)</p> <p>ESEA Sec. 1118(c)(4)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.2</b>  <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b>  <b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>principal and scheduled at a mutually agreed upon time. Should additional meetings be held they will be held in the early evening, based on results from the parent survey, at the central office to accommodate all communities.</p> <p>Parents and family will be invited by letter in their native/preferred language and additional contact as necessary. Myrtle Avenue Elementary will provide technical assistance and support to its Title I program in planning and implementing effective parent and family engagement activities. The school involves parents and family members in school review and improvement of the parent and family engagement program through an annual survey to Title I families, review and revision of the policy at fall and spring parent meetings, and feedback from the Title I Parent Advisory Council The school will:</p> <ol style="list-style-type: none"> <li>1. Assist the Title I program in identifying clear and measurable goals for parent and family engagement.</li> <li>2. Actively support staff and promote efforts that increase the level of parent and family engagement, such as Meet the Teacher, Curriculum Night, Parent-Teacher Conferences, Read across America week, Camp Read A Lot, and book fairs.</li> <li>3. Provide parents/and family and staff information, materials, and training on required and effective parent and family engagement policies and practices. Provide to Title I program best practices, ideas, materials, new approaches, research, and other program information in order to improve their parental and family involvement programs.</li> <li>4. Research and model effective parent and family engagement activities and practices.</li> <li>5. Provide resource materials for parent and family meetings, workshops, and take home learning activities. Parent and family meetings, including parent and family conferences, will be held at different times during the day. The school will provide, if requested by parents and family, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in</li> </ol>	<p>ESEA Sec. 1118(e)(4)</p> <p>ESEA Sec. 1111(h)(6)(B)(i)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.2</b></p> <p style="text-align: center;"><b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b></p> <p style="text-align: center;"><b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>decisions related to the education of their children, and respond to any suggestions as soon as practically possible.</p> <p>6. Provide parents and family of participating children with timely information about the Title I program. Parents and family will be invited to parent-teacher conferences and receive a Title I report card twice a year. Information can also be obtained through the Title I page of our website and from our Parent Resource Center, located in the Title I room at Myrtle Avenue Elementary. <a href="#">The school informs parents and family members about the Title I program through an explanation at the fall Title I parent meeting and through a letter inviting participation.</a></p> <p>7. Assist Title I program with training and ideas on reaching hard-to-reach parents and family and parent and family involvement activities.</p> <p>8. Collaborate with the PFO, Parent and Family Advisory Council, community agencies, and businesses to provide activities that build capacity for parents and family to assist learning and participate in school processes, such as parent and family workshops or family unity activities.</p> <p>9. Participate in the organization Trying Together and other opportunities to collaborate with Head Start and PreK programs.</p> <p>Myrtle Avenue Elementary will build the school's and parents' and families' capacity for involvement by offering programs to strengthen the school/family partnership by providing materials and training for school staff and parents and family. A School-Parent and Family Compact will be jointly developed and reviewed annually. The Compact outlines how parents and family, the entire school staff, and students will share in the responsibility for improved student achievement. The school will:</p> <p>1. Educate school staff and parent and family in the value of contributions of parents and family and how to reach out to, communicate, with, and work with the parents</p>	
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	<p style="text-align: center;"><b>POLICY NO. 919.2</b></p> <p style="text-align: center;"><b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b></p> <p style="text-align: center;"><b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>and family as equal partners to implement and coordinate programs and to build ties between parents and family and the school through faculty meetings and professional development using training materials from the State Parent Advisory Council.</p> <ol style="list-style-type: none"><li>2. Provide staff development for teachers, families, administrators, staff and others on how to increase the level of quality of family engagement through PFO meetings and faculty meetings.</li><li>3. Provide training through meetings, resources, and conferences to parents and family in understanding topics such as the importance of challenging academic standards and how they can help their children meet them, monitoring their children’s progress, and literacy skills that help parents and family work with their children. Training will include resources on the school district website, activities to do at home, and the parent and family resource center. Assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child’s progress through a Parent Resource Center at each school, parent resources on the District website, presentations at curriculum nights, and Parent-Teacher Conferences.</li><li>4. Provide Information and, if needed, assistance to program and parents and family in understanding state academic content and performance standards, state and local assessments, requirements for Title I, and how the parents and family can assist in their child’s education. The school explains the curriculum, State standards, and assessment at the fall Annual Parent meeting with the Assistant to the Superintendent for Student Achievement providing an overview of programs and assessments used. Assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child’s progress through a Parent Resource Center at each school, parent resources on the District website,</li></ol>	
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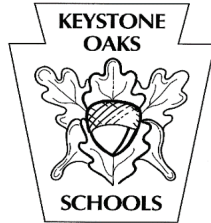
	<p style="text-align: center;"><b>POLICY NO. 919.2</b>  <b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b>  <b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>presentations at curriculum nights, and Parent-Teacher Conferences.</p> <ol style="list-style-type: none"> <li>5. Provide the school, to the extent feasible and appropriate, with information on how to work with business partners and/or community organization to learn about Title I to encourage school/family/community partnerships. The school will use parents to train staff on how to work with parents as equal partners through use of the State Parent Advisory Council (SPAC) skits.</li> <li>6. Provide information to the school and parents and family on the district website under Parent Resource Center.</li> <li>7. Ensure Title I parents and family with limited English proficiency, literacy difficulties, or other disabilities are given the same opportunities as other parents and family but these opportunities may be structured, adapted, or modified so that these parents and family may receive the same benefits and services as the other Title I parents and family. The school includes parents and family members of English Learners by offering translated materials. The school will ensure information is in a language parents can understand by collecting preferred languages of families and utilizing TransPerfect and translation features on the District website and Parent Square.</li> <li>8. Coordinate Title I parent and family engagement activities, to the extent feasible and appropriate, with other programs by providing mutual parent and family engagement training and information through collaboration with the PFO.</li> <li>9. Conduct an annual survey and follow-up meeting in the spring for Title I parents and family to evaluate the content and effectiveness of the Title I parent and family engagement plans, procedures, and policies and use the evaluation to identify successful engagement strategies, barriers to participation, and make recommendations for improving parent and family engagement. Barriers to participation of parents and family who are economically</li> </ol>	<p>ESEA Sec. 1118(a)(3)(C)</p>
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	<p style="text-align: center;"><b>POLICY NO. 919.2</b></p> <p style="text-align: center;"><b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b></p> <p style="text-align: center;"><b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>disadvantaged, disabled, have limited English proficiency, are limited in literacy skills, or are part of an ethnic minority background, will be identified to ensure greater parent/guardian participation in school activities. If necessary, after review of the findings of the evaluation, procedures will be revised.</p> <p>10. The school coordinates with other federal, State and local programs include public preschool programs through a partnership with Head Start and Hi5! From the Allegheny Intermediate Unit to develop and implement a plan for kindergarten transition.</p> <p>Myrtle Avenue Elementary will budget at least one (1) percent of its allocation for parent/guardian engagement materials and activities, if applicable. At least ninety-five (95) percent of the one (1) percent of the allocation for parent and family engagement at the District level will be used for school-based parent/guardian engagement activities.</p> <p>Parents and family will have input into the funding for parent/guardian engagement through the District and school planning process. Title I funds may be used to pay for reasonable and necessary expenses associated with parent and family engagement activities, including transportation, childcare, or home visit expenses to enable parents/guardians to participate in school-related meetings and training sessions.</p> <p>Previously Revised: December 12, 2017</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Elementary and Secondary Education Act – ESEA Sec. 1111, 1118</p>	
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	<p><b>POLICY NO. 919.2</b></p> <p><b>TITLE I MYRTLE AVENUE ELEMENTARY SCHOOL</b></p> <p><b>PARENT AND FAMILY ENGAGEMENT POLICY</b></p> <p>Board Policy – 102</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 707

Section PROPERTY

Title USE OF SCHOOL  
FACILITIES

Adopted AUGUST 21, 1989

Last Revised MAY 19, 2020

POLICY NO. 707 USE OF SCHOOL FACILITIES		
Section 1	<p><b><u>Purpose</u></b></p> <p><del>The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes. The Board recognizes that District facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs of the District. When such facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules.</del> A fair and systematic procedure shall be established for handling requests and scheduling facility use.</p> <p>The guidelines and restrictions set forth in this policy and those appearing in the <i>Keystone Oaks Facilities Usage Application and Agreement</i> (707-AR-1) and the <i>Keystone Oaks Facilities Rental Fee Schedule</i> (707-AR-2), are applicable to all user groups, except those which operate under separate contracts.</p> <p>With any organization, the Board reserves the right to enter into a rental/facilities usage contract using a separate fee schedule</p>	<p><u>SC 775</u></p>

	<p style="text-align: center;"><b>POLICY NO. 707</b> <b>USE OF SCHOOL FACILITIES</b></p> <p>than what is outlined in this policy. Such contract will be developed by the Superintendent <u>and</u>/or designee and must be approved by the Board.</p>	
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Facilities</b> include the interior of all school buildings, all exterior school property, and the stadium property.</p> <p><b><u>User Group Classifications</u></b></p> <p><b>Class I</b> – Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, clubs, and other extracurricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Keystone Oaks School District Board of School Directors.</p> <p><b>Class II</b> – Board recognized parent faculty organizations or associations that are affiliated with individual schools in the District or booster organizations affiliated with a Class I user group.</p> <p><b>Class III</b> – A 501(c)(3) non-profit corporation; <u>or an unincorporated not-for-profit community-based group/organization <del>or a for profit company, group or individual</del> that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of <b>students who are residents</b> of the District. In order to qualify for Class III status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of students of the District.</u></p> <p><b>Class IV</b> – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of <b>residents non-students</b> of the District. <u>This class also includes a <del>any for profit company, group, or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of <b>students who are residents of the District.</b> In order to qualify for Class IV status</del></u></p>	

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	<p style="text-align: center;"><b>POLICY NO. 707</b> <b>USE OF SCHOOL FACILITIES</b></p> <p><del>under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the District.</del></p> <p><b>Class V</b> – All other individuals, organizations and groups not included in Class I, II, III or IV.</p> <p><b>Section 3</b>     <u><b>Guidelines</b></u></p> <p>Use of school facilities by community and non-community-based organizations cannot interfere with the District's instructional or extracurricular programs. All organizations granted permission to use the District's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall <del>be required to pay an additional fee for district police and/or security</del> <u>provide police and/or security protection</u> if so required by the District in its sole discretion.</p> <p><u><b>Application Process</b></u></p> <p>Applications for facility use must be submitted a minimum of ten (10) business days in advance. Facility use requests that do not fall within the specified timelines will be considered on a case by case basis. Longer application periods may be established by the District, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. No request for use of a facility may be granted, and the District may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a completed application and complied with all of the other terms of this policy.</p> <p>The District retains the right to reject any facilities usage requests for any reason.</p> <p>All applications for use must be submitted to the <del>Director of Buildings, Grounds, and Transportation</del> <u>Superintendent's Office</u>. The application may be obtained on the District's website.</p>	
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**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

The ~~Superintendent and/or designee~~ ~~Director of Building, Grounds, and Transportation~~ will be responsible for approving permits for all facilities. The ~~Superintendent's Office~~ ~~Director of Buildings, Grounds, and Transportation~~ shall consult with appropriate District personnel to ensure availability of the space requested. The ~~Supervisor~~ ~~Director~~ of Building, Grounds, and Transportation is responsible for ensuring that the proper custodial support is provided for the event ~~and attach any necessary fees.~~

Scheduling

In general, scheduling preference will be given to Class I groups with decreasing preference given to Class II, III, IV and V groups respectively.

Due to high demand and limited facilities, the District retains the right to schedule a group at an appropriate facility, even if it is not the requested facility, due to scheduling conflicts. Additionally, the District may move a group to another appropriate District facility up to forty-eight (48) hours before a scheduled event. If fees have been paid for a specific facility, they will be refunded appropriately.

District facilities shall not be available for community ~~or non-community~~ use on such occasions or during such hours as would interfere with the regular educational programs within the District. Facilities will be made available in a way that minimizes costs of support staff.

The District reserves the right to restrict rental space within its facilities to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility may be canceled, and any monies paid with respect thereto refunded unless the ~~Superintendent's Office~~ ~~Director of Building, Grounds, and Transportation~~ approves usage of the facility post-cancellation.

Fees

The organization requesting use of any District facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the *Keystone Oaks Facilities*

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

*Rental Fee Schedule (707-AR-2).* The District's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval by the Board.

Class I, II and III groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment.

All Class ~~III~~, IV and V facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the District's invoice. In the event fees are not paid within 15 days after the event, the district has the right to refuse future use of the facilities to the organization.

The District reserves the right to require that authorized school personnel be employed to operate District owned equipment. In addition, the District reserves the right to determine what additional school services or employees are required and the total cost shall be paid by the applicant.

Safety

At its discretion, the District may require applicants to carry and maintain comprehensive general liability insurance. The minimum coverage amount may vary depending upon the size, nature and location of the event and will be determined by the District before a permit is issued.



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USE OF SCHOOL FACILITIES**

Each individual or group in all categories of this policy shall be required to sign an indemnification and hold harmless agreement as set forth in.

All student-oriented groups, regardless of Class, seeking use of school facilities must have adult sponsorship that includes one adult chaperone for every twenty (20) students. All children under the age of eighteen (18) must be accompanied by at least one adult at all times during which they are present in District facilities as a result of approval granted in accordance with this policy.

The District reserves the right to require that security be provided at the time the facilities are being used by an individual or group. In the event that the Board imposes this condition upon any individual's or group's use of facilities or properties, this requirement shall be brought to the attention of the requesting individual or group prior to execution of the contract, and shall be so stipulated in the contract. Any costs associated with such protection shall be paid by the individual or group using the facilities.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: SC 511

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, and other e-cigarettes, as defined in the law.

18 Pa. C.S.A.  
6306.1  
20 U.S.C. 7972

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	<p style="text-align: center;"><b>POLICY NO. 707</b> <b>USE OF SCHOOL FACILITIES</b></p> <p><u>Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.</u></p> <p><u>6. Medical marijuana products as prohibited by federal law.</u></p> <p><u>7. Possession, use or distribution of alcoholic beverages.</u></p> <p><u>8. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Superintendent and the organization has a small games of chance license issued by the state.</u></p> <p><u>9. No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must abide by Board Policy regarding consumption of food on school property.</u></p> <p><u>The use of intoxicants, tobacco, narcotics, profane language, gambling or any other act or item prohibited under Board policy shall not be permitted on any District property at any time. Certain types of gambling are permitted if an organization has a small games of chance license issued by the state.</u></p> <p><u>No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must abide by Board Policy regarding consumption of food on school property.</u></p> <p><u>Violations</u></p>	<p><u>20 U.S.C. 7973</u> <u>Pol. 904</u></p> <p><u>10 P.S. 328.101 et seq</u> <u>61 PA Code 901.701</u></p> <p><u>Pol. 209.1</u></p>	<p><b>Formatted:</b> Indent: Left: 0.5", No bullets or numbering</p> <p><b>Formatted:</b> Font: Times New Roman</p> <p><b>Formatted:</b> Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p><b>Formatted:</b> Indent: Left: 0.5", No bullets or numbering</p> <p><b>Formatted:</b> Font: Times New Roman</p> <p><b>Formatted:</b> Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p><b>Formatted:</b> Font: Times New Roman</p> <p><b>Formatted:</b> Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p><b>Formatted:</b> List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"</p> <p><b>Formatted:</b> Font: Times New Roman</p> <p><b>Formatted:</b> Underline</p>
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	<p style="text-align: center;"><b>POLICY NO. 707 USE OF SCHOOL FACILITIES</b></p> <p><u>The District reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</u></p> <p><u>In the event an individual or group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.</u></p> <p><b><u>Delegation of Responsibility</u></b></p> <p><u>The Superintendent shall ensure that this policy is posted on the District's publicly accessible website.</u></p> <p><u>The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.</u></p> <p><u>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</u></p> <p><u>The Superintendent shall designate administrative staff members to:</u></p> <ol style="list-style-type: none"> <li><u>1. Establish and implement standardized procedures for handling requests for use of district facilities.</u></li> <li><u>2. Establish and maintain an equitable set of fees and regulations governing the use of District facilities.</u></li> <li><u>3. Refer to the Board of School Directors requests for use not addressed in the general criteria, for review and consideration by the Board.</u></li> <li><u>4. Communicate this policy to individuals and groups requesting the use of District facilities, and to administrative personnel charged with its implementation.</u></li> </ol>	<p><u>SC 511</u></p> <p><u>SC 510.2</u></p>
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**Section 4**

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	<p style="text-align: center;"><b>POLICY NO. 707</b> <b>USE OF SCHOOL FACILITIES</b></p> <p>Revision History: <u>May 19, 2020</u>; August 18, 2005; March 19, 2001</p> <p>References:</p> <p><u>PA School Code – 24 P.S. Sec. 510.2, 511, 775</u></p> <p><u>Title 18 Use of Tobacco Products in Schools – 18 Pa. C.S.A. Sec. 6306.1</u></p> <p><u>Title 20 Strengthening and Improvement of Elementary and Secondary Schools, Environmental Tobacco Smoke – 20 U.S.C. Sec. 7972, 7973</u></p> <p><u>Small Games of Chance Act – 10 P.S. 328.101 et seq</u></p> <p><u>Operations of Games of Chance – 61 PA Code Sec. 901.701</u></p> <p>Board Policy – 209.1, <u>904</u></p>	
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## Keystone Oaks School District Facilities Usage Application and Agreement

### GENERAL INSTRUCTIONS

- Please review this application packet carefully.
- Approval of this application is contingent upon your organization's agreement to and compliance with Keystone Oaks School District School Board Policy #707 (Use of School Facilities), the Keystone Oaks School District Facilities Usage and Application and Agreement (707-AR-1) and the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2).
- Your application must be submitted a *minimum of ten (10) business days prior to your requested event*.
- The ~~Keystone Oaks School~~ District will not approve applications requesting use of our facilities on dates during the school year until after the school calendar and District athletic schedules are finalized.
- Refer to the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2) for current rental and staffing fee schedule. A minimum-security deposit may be required per Board Policy. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history. Checks should be made payable to "Keystone Oaks School District."
- Completed applications should be submitted electronically using the form provided on the District website. Failure to provide any of the requested information may result in the denial of or a delay in processing of your application. For inquiries or if you are unable to submit the form electronically, you may submit by mail or in person:

~~Mr. John Lyon, Director of Buildings, Grounds and Transportation~~ Mrs. Maureen Myers,  
Confidential Administrative Assistant to the Superintendent  
lyon@kosd.org myers@kosd.org  
1000 Kelton Avenue  
Pittsburgh, PA 15216

- If your application is approved, you will be issued a Facilities Use Permit for your organization and event. You may be required to present this permit to a designated ~~Keystone Oaks School~~ District on-site representative at the time of your event. Failure to present the permit to the ~~Keystone Oaks School~~ District's on-site representative may result in your organization being denied access to or entry upon ~~Keystone Oaks School~~ District property.

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage  
Application and Agreement

- If an organization needs to cancel a permit, it must notify ~~Keystone Oaks School~~the District at least seven (7) days prior to the schedule date of the event. Failure to provide timely notice of a cancellation may result in the imposition of staffing and rental fees, forfeit of security deposit and denial of future facility request applications.
- The ~~Keystone Oaks School~~ District cannot guarantee the availability of equipment requested. Additional equipment may not be brought onto ~~Keystone Oaks School~~ district property by your organization unless such equipment is specifically identified and approved as part of your application.
- Any request to use ~~Keystone Oaks School~~ district equipment at an off-site location must be approved in writing by the Superintendent. Any such approval will be contingent upon the requesting organization's agreement to reimburse and indemnify the ~~Keystone Oaks School~~ District in full for any damage to or loss of such equipment. All borrowed equipment must be returned to the ~~Keystone Oaks School~~ District within one (1) business day following your event or a late return fee may be imposed.

## KEYSTONE OAKS SCHOOL DISTRICT RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

In addition to the rules and requirements set forth in ~~Keystone Oaks School District~~ Board Policy #707, organizations granted a permit to use any ~~Keystone Oaks School District~~ facility must at all-times comply with the following requirements during their required event or use of ~~Keystone Oaks School District~~ facilities:

1. The following announcement must be made to patrons, spectators and attendees at your event:
  - *The buildings, athletic field and campus areas of the Keystone Oaks School District are smoke-free, as well as drug and alcohol-free. Smoking, as well as the use of smokeless tobacco, is prohibited inside or outside of the school buildings or anywhere on the school campus. This includes the use of e-cigarettes and/or vaping devices. The use of possession of drugs, drug paraphernalia and/or alcoholic beverages on the District property is strictly prohibited, and will result in your immediate expulsion from the District's property and possible legal action.*
2. Food and/or beverages are only permitted in cafeterias and hallways. Eating or drinking in Auditoriums, classrooms, libraries or gymnasiums is not permitted.
3. **If the fire alarm sounds:**
  - *All patrons, participants and spectators must evacuate* (no exceptions).
  - The organization's on-site representative will be responsible for ensuring that everyone in his or her group leaves the building. Move to a location well away from the building.
  - The fire alarm must not be silenced until all occupants are evacuated.
  - Under no conditions will the alarm be reset until approval from ~~the Keystone Oaks School District's~~ on-site representative or Fire Department official has been given.
  - Individuals who violate these regulations will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
4. The District reserves the right to require that authorized school personnel be employed to operate district owned equipment. In addition, the ~~D~~istrict reserves the right to determine what additional school services or employees are required and the total cost, therefore, shall be paid by the applicant.
5. Permits to use school kitchens and cafeterias are subject to the following additional conditions:

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage Application and Agreement

- Permits to use kitchen areas must be separately approved by ~~Keystone Oaks School-the District~~ Director of Food Services.
  - A permit to use a ~~Keystone Oaks School-District~~ cafeteria does not include authorization to use kitchen areas, unless expressly provided.
  - The ~~Keystone Oaks School District-Director of~~ Food Services ~~Director~~ or ~~theirhis/her~~ designee MUST be present to assist your group when kitchen equipment will be used. The requesting organization is responsible for all fees for required food service personnel.
  - The requesting organization is responsible for the cleanliness of all work areas used, including sweeping and mopping of floors. If additional cleanup is required, an additional custodial fee will apply.
  - Equipment may not be removed from the kitchen and cafeteria areas.
  - Groups are responsible for providing their own supplies of bags, wraps, etc. for storage of foods and leftovers.
  - No children under the age of 16 are permitted in the kitchens.
  - Proper footwear (enclosed flat, non-skid soled shoes – no toeless or backless shoes) must be worn in the kitchen.
  - Access to food storage areas, offices and locker rooms are not available. Access to the walk-in refrigerator or freezer may be permitted, upon approval of the ~~Keystone Oaks School District~~ Director of Food Services.
6. The sponsoring individual or organization shall be held responsible for the condition of the facilities used. Payment for damages shall be the sole responsibility of the individual or organization using school facilities as deemed necessary by the District.
7. All approvals of use shall be issued for specific facilities/parts of facilities and for specific hours. It shall be the responsibility of the individual or organization involved to see that the use of the facility is limited to that area for which the permit is issued, and that facilities are vacated as scheduled. All facilities must be cleared no later than the hour designated by the ~~school-District~~.
- ~~8. Facilities shall be opened only to an individual or organization which has received prior approval for use. You may be required to present this permit to designated Keystone Oaks School District on-site representative at the time of your event. Failure to present the permit to the Keystone Oaks School District on-site representative may result in your organization being denied access to or entry upon Keystone Oaks School District property.~~
- ~~9.8.~~ Any organization or group using the school facility shall designate one member of the group as being in charge and responsible for use of the facility. The designated individual shall in turn be responsible to the ~~Supervisor~~ Director of Building, Grounds, and Transportation and the custodian on duty. The permit holder must be present at all times the facility is in use. Any right or privilege granted to any person, persons, or organizations to use any school district facility is personal, and shall not be transferred to



707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage Application and Agreement

any other person, persons, or organization. Violations of this could result in forfeiture of any and all permits.

- If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, alternate(s) may be designated. If neither the individual identified as in charge of the activity, nor the designated alternate(s) can be present, the activity must be canceled.
- Entrances will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the entrance at all times, and permit only authorized individuals to enter the facility.
- The person in charge, or the designated alternate, may not leave the facility until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.

~~10.9.~~ In the event the individual or organization desires to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved. In addition, there shall be no advertisement or advanced notification of any activity prior to the receipt of approval of the use. No advertisement or advance notification within school district buildings, or during the student instructional day within the school district, will be permitted.

~~11.10.~~ No refreshments or food may be brought into, consumed, or sold in school district buildings or upon school district facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using district facilities must abide by Board Policy regarding consumption of food on school property.

~~12.11.~~ Any activity conducted in or on any school facilities shall be in accordance with Pennsylvania law and in conformity with borough ordinances including the Pennsylvania Small Games of Chance Law and Board Policy.

~~13.12.~~ All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the District. The District shall not be responsible for advertising any event. All advertising and promotional materials for your event must clearly state that the event is not sponsored by the ~~Keystone Oaks School~~ District.

~~14.13.~~ Any decorations erected by any individual or organization using the school district's facilities must be erected in a manner that will not be destructive to school property. All decorations shall be removed from the facilities before the time designated on the approved contract.

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage  
Application and Agreement

~~15.~~14. Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of school district facilities shall be the sole and exclusive responsibility of the individual or organization using such facilities.

~~16.~~15. Any individual or organization using the stage areas in any of the school district's buildings pursuant to this policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved, nor shall such individual or organization change the counterweight system or switchboard hookup.

~~17.~~16. Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. Under no circumstances, shall the District be responsible for provision of any individuals necessary for implementation of such program, other than the custodian on duty during the time of the use for which approval is sought.

### Keystone Oaks School District Facilities Rental Fee Schedule

Facility	Class IV Fees	Class V Fees
Fields (districtwide)	<del>\$40</del> <u>50</u> .00 per day	<del>\$50</del> <u>100</u> .00 per day
Auditorium	<del>\$400</del> <u>150</u> .00 per hour (up to 4 hours) <del>\$400</del> <u>600</u> .00 per day	<del>\$150</del> <u>200</u> .00 per hour (up to 4 hours) <del>\$600</del> <u>800</u> .00 per day
Middle School Cafeteria (no kitchen access)	<del>\$10</del> <u>20</u> .00 per hour	<del>\$15</del> <u>30</u> .00 per hour
High School Cafeteria (no kitchen access)	<del>\$25</del> <u>35</u> .00 per hour	<del>\$30</del> <u>50</u> .00 per hour
Middle School Cafeteria (kitchen access)	<del>\$35</del> <u>50</u> .00 per hour (includes 1 food service worker)	<del>\$40</del> <u>75</u> .00 per hour (includes 1 food service worker)
High School Cafeteria (kitchen access)	<del>\$50</del> <u>75</u> .00 per hour (includes 1 food service worker)	<del>\$55</del> <u>100</u> .00 per hour (includes 1 food service worker)
Classrooms (districtwide)	<del>\$5</del> <u>10</u> .00 per hour	<del>\$10</del> <u>20</u> .00 per hour
LGI	<del>\$20</del> <u>30</u> .00 per hour	<del>\$25</del> <u>50</u> .00 per hour
High School Gymnasium	<del>\$400</del> <u>150</u> .00 per hour (up to 4 hours) <del>\$400</del> <u>600</u> .00 per day	<del>\$150</del> <u>200</u> .00 per hour (up to 4 hours) <del>\$600</del> <u>800</u> .00 per day
Middle School Gymnasium	<del>\$75</del> <u>100</u> .00 per hour (up to 4 hours) <del>\$300</del> <u>400</u> .00 per day	<del>\$100</del> <u>200</u> .00 per hour (up to 4 hours) <del>\$400</del> <u>600</u> .00 per day
Elementary School Gymnasiums	<del>\$40</del> <u>50</u> .00 per hour (up to 4 hours) <del>\$160</del> <u>200</u> .00 per day	<del>\$50</del> <u>100</u> .00 per hour (up to 4 hours) <del>\$200</del> <u>300</u> .00 per day

707 Use of School Facilities – Attachment – 707-AR-2 – Keystone Oaks Facilities Rental Fee Schedule

Stadium	\$2,000.00 per event (WPIAL Teams) <del>\$2,200</del> <u>3,000</u> .00 per event (all others) <del>\$150.00 per month fee (Class III groups)</del>
Track	<del>\$100</del> <u>200</u> .00 per day <del>\$150.00 per month fee (Class III groups)</del>
High School Swimming Pool	\$70.00 per hour (WPIAL Teams) <del>\$140.00 per month fee (Class III groups)</del>  Pool Rental: 1-30 people: <del>\$70</del> <u>75</u> .00 per hour for RESIDENTS <del>\$95</del> <u>100</u> .00 per hour for NON-RESIDENTS 31-60 people: <del>\$75</del> <u>85</u> .00 per hour for RESIDENTS <del>\$100</del> <u>125</u> .00 per hour for NON-RESIDENTS  Pool Passes: Family (2 Adults and up to 3 children) <del>\$60</del> <u>65</u> .00 RESIDENTS/ <del>\$65</del> <u>70</u> .00 NON-RESIDENTS Adult (18 and older) <del>\$30</del> <u>35</u> .00 RESIDENTS/ <del>\$35</del> <u>40</u> .00 NON-RESIDENTS Child (17 and under) <del>\$15</del> <u>20</u> .00 RESIDENTS/ <del>\$20</del> <u>25</u> .00 NON-RESIDENTS Daily \$2.00 RESIDENTS/ \$4.00 NON-RESIDENTS  All Classes <del>\$5</del> <u>10</u> .00/session Red Cross Lifeguard training <del>\$200</del> <u>250</u> .00

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- 1) Class I, ~~and~~ II, and III groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment. The fee for a custodial staff member not regularly scheduled to be present is ~~\$40~~ 50/hour.
- 2) All Class ~~III~~, IV, and V facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

707 Use of School Facilities – Attachment – 707-AR-2 – Keystone Oaks Facilities Rental Fee Schedule

- 3) Depending upon the size and nature of your event, the KOSD may, at its discretion, assign one or more representatives to serve in needed positions for your event. Organizations will be notified by the District, upon application, if additional personnel are required and the applicable rates the organization will pay.
- 4) ~~Class III organizations are eligible to pay a monthly fee that will enable them unlimited use (pending availability) of the designated facility set forth above. The organizations MUST reserve the designated facility for 3 or more months in order to be eligible to pay the monthly fee. For any use less than 3 months, the organization must pay the hourly/daily rate as set forth above. This fee does not cover custodial staff or extra staff that may be required (per items 1 and 2).~~
- §4) \_\_\_\_\_ If a facility is not listed, it is the District's right to set the applicable rate for that facility.

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 815.1

Section OPERATIONS

Title USE OF ARTIFICIAL  
INTELLIGENCE IN  
EDUCATION

Adopted \_\_\_\_\_

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

	<b>POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The District recognizes the potential that Artificial Intelligence (AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, AI can support a dynamic working and learning experience.</p> <p>This policy addresses guidelines for the proper management and responsible use of AI in the District’s educational environment.</p>	
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board directs that the use of AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][1</p>	

	<p style="text-align: center;"><b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>	
	<p>6][17][18][19][20][21][22][23][24][25][26][27]</p> <p>The availability of access to AI tools and resources by students and staff does not imply endorsement by the District of the AI tool or resource, nor does the District guarantee the accuracy of the information received from AI tools or resources. The District shall not be responsible for any information that may be lost, damaged or unavailable when using a AI tool or resource.</p> <p>The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any AI tool or resource. Nothing in this policy is intended to limit the District’s obligations under applicable law or regulations.</p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access or use of AI tools or resources.</p>	
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p><b>AI literacy</b> – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.</p> <p><b>Artificial Intelligence (AI)</b> – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.</p> <p><b>Generative Artificial Intelligence (Generative AI)</b> – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data.</p> <p><b>Open-source AI</b> – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the District.</p>	
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The District shall make every effort to ensure that AI tools and resources are used responsibly by students and staff. The effective integration of AI into education requires a</p>	

	<p style="text-align: center;"><b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>	
	<p>collaborative effort between administration, teachers, staff, students and families.</p> <p>The District shall inform staff, students, persons in parental relation and other users about this policy by posting on the District website and by other efficient methods.</p> <p>AI tools and resources used in District schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by a districtwide committee commissioned by the Superintendent which may include administrators, teachers, librarians, and the solicitor. [8][9][10][27][28]</p> <p>The Board directs that only district-authorized AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the District’s list of authorized AI tools and resources prior to implementation in the educational environment. Unauthorized AI tools and resources may not adhere to required data privacy, monitoring and security standards.[3][25][27]</p> <p>The Superintendent or designee shall be responsible for developing procedures to address student safety measures and to determine whether AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.[2][25][29][30][31][32][33]</p> <p>The board directs the Superintendent to provide regular professional development training for administrators, teachers, and staff on the ethical and appropriate use of AI in school. The training should equip educators, administrators, and staff with the knowledge and skills necessary to integrate AI tools into their roles in the District while also addressing data privacy, legal compliance, and ethical considerations.</p> <p>The District solicitor, in coordination with the Director of Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of AI.[34][35]</p>	
<b>Section 5</b>	<b><u>Guidelines</u></b>	



	<p align="center"><b>POLICY NO. 815.1</b>  <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>	
	<p><u>AI Literacy</u></p> <p><i>Staff –</i></p> <p>The District shall provide staff with professional development opportunities addressing the effective and safe integration of AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Ethical use of AI.</li> <li>2. The capabilities and limitations of AI.</li> <li>3. Critical analysis of content produced by AI.</li> <li>4. How to monitor and evaluate student inputs into AI systems.</li> <li>5. The parameters established by the District for integrating AI tools into classroom instructional design.</li> </ol> <p>Beyond formal professional development opportunities, the District encourages staff to explore AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.</p> <p><i>Students –</i></p> <p>The District shall provide training for students, which may include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Establishment of expectations regarding the ethical use of AI.</li> <li>2. The capabilities and limitations of AI.</li> <li>3. Critical analysis of content produced by AI.</li> <li>4. How to disclose use and cite AI resources.</li> <li>5. The importance of not disclosing personally identifiable</li> </ol>	

	<p style="text-align: center;"><b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>	
	<p>information when using an open-source AI tool or resource.</p> <p>The board directs that students at all grade levels receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.</p> <p><u>Ethical Considerations</u></p> <p>The District shall prioritize the educational value in the use of AI tools and resources and will take measures to mitigate associated risks. The District shall only authorize AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the District’s prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.[8][9][10][20][25]</p> <p>The District’s technology protection measures shall be enforced during use of AI on district computers and network resources.[25]</p> <p>The District shall provide additional training, when needed, and address accessibility needs to provide equitable access to AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.[8][9][10][11][36]</p> <p>The Superintendent and/or designee shall establish protocols to verify the accuracy and reliability of the output from AI tools prior to the use of such tools for budgeting, payroll, financial or population forecasting, HR analytics, and similar operational tasks. While AI tools may be used to assist in HR processes so long as the protocols above are in place, the board directs that</p>	

	<p style="text-align: center;"><b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>	
	<p>final decision-making regarding employee evaluations, promotions, and hiring be human decisions and not solely by AI technology to ensure fairness, equity, and compliance with anti-discrimination laws. The District prohibits the use of AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.[10]</p> <p>Approved AI websites and applications may be used to assist with the grading of student work product, but final decisions on assignment grades shall be determined by teachers and not solely by AI technology. Teachers shall ensure that personally identifiable student records are kept secure when using such grading technology. The District prohibits the use of AI in making final determinations on student assessments and evaluations.[8][9][11][14][37][38]</p> <p><i>CIPA Compliance –</i></p> <p>The Director of Technology shall ensure that the District’s internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both school district owned devices and on the school provided internet.</p> <p><i>FERPA Compliance –</i></p> <p>All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.</p> <p>The District prohibits the use of the personally identifiable information of students while using AI websites, tools, or applications that have not been pre-approved by the Director of Technology or his/her designee. The Director of Technology shall establish a process by which teachers and administrators can request the approval of new AI resources. The vetting process shall include a review of the tool’s privacy policy, data handling practices, and compliance with FERPA. The Director of Technology or designee shall maintain a list of all such approved resources.</p>	

	<p><b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b></p>															
	<p><i>Academic Integrity –</i></p> <p>The Board recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.</p> <p>The use of AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of AI in assignments and assessments.</p> <p>Teachers shall outline use of AI tools and resources in their required lesson plans.[39]</p> <p>Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. An AI resource shall be cited when the system’s generated content is quoted, paraphrased or otherwise used in the student’s work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.[16]</p> <p>The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.</p> <p>It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance:</p> <table><tr><td>0</td><td>No AI Use</td><td>The assignment is completed independently without the assistance of AI.</td><td>No disclosure required.</td></tr><tr><td>1</td><td>AI-Assisted Idea Generation</td><td>AI is used for brainstorming and generating ideas only.</td><td>No disclosure required</td></tr><tr><td>2</td><td>AI-Assisted Editing</td><td>AI is used to edit or refine student work, but</td><td>Student must disclose how</td></tr></table>			0	No AI Use	The assignment is completed independently without the assistance of AI.	No disclosure required.	1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required	2	AI-Assisted Editing	AI is used to edit or refine student work, but	Student must disclose how	
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	<b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b>				
			not to generate content.	AI was used.	
	3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.	
	4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.	
	<p>Having received such notice from a teacher, any student who violates these standards is subject to discipline including detention, suspension, or expulsion depending on the nature of the violation.</p> <p><i>Copyright –</i></p> <p>Individuals using AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.[4][24]</p> <p><i>AI-Generated Content Verification -</i></p> <p>Individuals using AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.</p> <p><u>Evaluation and Monitoring of AI</u></p> <p>Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of AI tools and resources used within the district and on district computers and network resources, including periodic</p>				

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	<p>assessments of the impact on student learning.</p> <p>Issues identified during the evaluation and monitoring process shall be reported to the Superintendent or their designee.</p> <p><u>Acceptable Use</u></p> <p>All Students and employees shall comply with the District's Policy on the Acceptable Use of District Technology when using AI tools on school district technology. Violations of the District's Acceptable Use Policy may result in disciplinary action against the student or employee.</p> <p>Student use of AI tools while using District technology or engaged in District activities is also governed by the Student Code of Conduct, which is hereby incorporated by reference.</p> <p><u>Consequences for Inappropriate Use</u></p> <p>Failure to comply with this policy or district rules regarding appropriate use of AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.[12][16][21][25][40]</p> <p>Students and staff must immediately report any violations or suspicious activity to the building principal or designee.</p> <p>Users of AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][41]</p> <p>Illegal use of AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[12][16][25][40]</p>	

	<b>POLICY NO. 815.1</b> <b>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</b>	