

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, MARCH 12, 2024
7:00 PM

MINUTES

Call to Order	President Tamara Donahue called the meeting to order at 7:03 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	Those present included: Mrs. Donahue, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw, Ms. Snyder and Mr. Wilson. Also present were; Dr. William P. Stropkaj, Superintendent, Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
Public Comment	Public Comment - None
Board President's Report	BOARD PRESIDENT'S REPORT – Mrs. Tamara Donahue The following action items will be considered at the March 19, 2024 Business/Legislative Meeting: <u>BOARD ACTION REQUESTED</u>
Board Minutes	BOARD MINUTES It is recommended that the Board approve the Work Session Minutes of February 13, 2024 and the Business/Legislative Minutes of February 20, 2024.
H&S Plan	CHANGES TO HEALTH AND SAFETY PLAN It is recommended that the Board approve the changes to the Health and Safety Plan. <ul style="list-style-type: none">• A discussion was had regarding the changes to the Health and Safety Plan. <u>FOR INFORMATION ONLY</u> <ul style="list-style-type: none">• Parkway West Career and Technology Center Report <i>Mrs. Annie Shaw</i>• SHASDA Report <i>Mr. Santo Raso</i>• PSBA/Legislative Report <i>Mrs. Theresa Lydon</i><ul style="list-style-type: none">• Mrs. Lydon reported on a variety of items in regard to PSBA/Legislative Report.

	<ul style="list-style-type: none"> • News from the Boroughs
Executive Session	<p>Executive Session –Executive Session was held prior to this evenings Work Session to discuss personnel issues; discuss personnel regarding discipline; assistant coaches and transportation matters.</p>
Superintendent’s Report	<p>SUPERINTENDENT REPORT – Dr. William P. Stropkaj</p> <p>The following action items will be considered at the March 19, 2024 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Policy 119	<p>SECOND READING POLICY 119: CURRENT EVENTS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 119: <i>Current Events</i>.</p> <ul style="list-style-type: none"> • A discussion was had regarding Policy 119: <i>Current Events</i>.
Policy 122	<p>SECOND READING POLICY 122: EXTRACURRICULAR ACTIVITIES</p> <p>It is recommended that the Board approve the SECOND READING of Policy 122: <i>Extracurricular Activities</i>.</p>
Policy 123	<p>SECOND READING POLICY 123: INTERSCHOLASTIC ATHLETICS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 123: <i>Interscholastic Athletics</i>.</p>
Policy 123.2	<p>SECOND READING POLICY 123.2: SUDDEN CARDIAC ARREST</p> <p>It is recommended that the Board approve the SECOND READING of Policy 123.2: <i>Sudden Cardiac Arrest</i>.</p>
Pupil Personnel Report	<p>PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj</p> <p>The following action items will be considered at the March 19, 2024 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
AIU	<p>ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES, & USE OF FUNDS FOR THE 2024/2025 SCHOOL YEAR</p> <p>It is recommended that the Board approve the Allegheny Intermediate Unit Notice of Adoption of Policies, Procedures and Use of Funds for the 2024/2025 school year in accordance with federal requirements of 34 CFR PART 300.</p>
IDEA-Part B	<p>IDEA – PART B: USE OF FUNDS AGREEMENT 2024/2025</p>

	<p>It is recommended that the Board approve the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2024 through June 30, 2025.</p>						
Wesley K-8	<p>WESLEY K-8 SCHOOL – INDIVIDUAL STUDENT ENROLLMENT AGREEMENT</p> <p>It is recommended that the Board approve the Individual Student Enrollment Agreements between Wesley K-8 School and the Keystone Oaks School District effective January 12, 2024 through the remainder of the 2023/2024 school year.</p>						
Wesley K-8	<p>WESLEY K-8 SCHOOL – INDIVIDUAL STUDENT ENROLLMENT AGREEMENT</p> <p>It is recommended that the Board approve the Individual Student Enrollment Agreements between Wesley K-8 School and the Keystone Oaks School District effective January 17, 2024 through the remainder of the 2023/2024 school year.</p>						
Wesley Family Schools	<p>WESLEY FAMILY SCHOOLS – INDIVIDUAL STUDENT ENROLLMENT AGREEMENT</p> <p>It is recommended that the Board approve the Individual Student Enrollment Agreements between Wesley Family Schools and the Keystone Oaks School District effective February 5, 2024 through the remainder of the 2023/2024 school year.</p>						
WVU Agreement	<p>WEST VIRGINIA UNIVERSITY AFFILIATION AGREEMENT</p> <p>It is recommended that the Board approve the Affiliation Agreement between West Virginia University and Keystone Oaks School District regarding the placement of student teachers from March 1, 2024 through March 1, 2029.</p>						
Personnel Report	<p>PERSONNEL REPORT – Mrs. Tamara Donahue & Ms. Emily Snyder</p> <p>The following action items will be considered at the March 19, 2024 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>						
Resignation	<p>RESIGNATION</p> <p>It is recommended that the Board accept the following resignation:</p> <table><tr><td><u>Name</u></td><td><u>Position</u></td><td><u>Effective Date</u></td></tr><tr><td>Michael McCombs</td><td>Custodian – High School</td><td>February 26, 2024</td></tr></table>	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	Michael McCombs	Custodian – High School	February 26, 2024
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>					
Michael McCombs	Custodian – High School	February 26, 2024					
Appointments	<p>APPOINTMENTS</p>						

1. Custodian

In compliance with the *Service Employees' International Union Local 32BJ Collective Bargaining Agreement 2021 – 2026*, it is recommended that the Board approve the employment of:

Donald McGreevy

Custodian

Effective – February 22, 2024

Salary - \$31,101.34 (pro-rated)

2. Food Service Personnel

It is recommended that the Board approve the following individual as Food Service Personnel for the 2023/2024 school year:

<u>Name</u>	<u>Hourly Rate</u>	<u>Start Date</u>
Jessica Snyder	\$13.00	February 23, 2024

3. Approval of Activity Sponsors

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 2023/2024 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Softball (Middle School)	Assistant	Tom Beck	\$750.00
	Assistant	Bryan Gigliotti	\$750.00
Track (Middle School)	Assistant	Rikki Brumbaugh	\$2,000.00

FMLA

FAMILY AND MEDICAL LEAVE

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

Employee #4981 – August 19, 2024 – October 4, 2024

Finance Report

FINANCE REPORT – Mr. Nafis Hill

The following action items will be considered at the March 19, 2024 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

ACCOUNTS PAYABLE APPROVALS LISTS THROUGH FEBRUARY 29, 2024

**AIU Program of
Services**

**Exoneration – Tax
Collectors**

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

A. General Fund as of February 29, 2024 (Check No. 71518-71738)	\$2,143,098.73
B. Food Service Fund as of February 29, 2024 (Check No. 9816-9820)	\$3,551.11
C. Athletics as of February 29, 2024 (None)	\$0.00
D. Capital Reserve as of February 29, 2024 (None)	\$0.00
TOTAL	\$2,146,649.84

2024/2025 AIU PROGRAM OF SERVICES BUDGET

The Administration recommends that the Board approve the proposed 2024/2025 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,263,093. The Allegheny County (AIU3) school districts' total contribution to the budget is \$1,936,965.

The Keystone Oaks School District's contribution to the Program of Services Budget is estimated to be \$39,457.48. The districts' final withholding allocation will be based on the District Aid Ratio and Weighted Average Daily Membership (WADM).

For Information Only

The estimated cost for the 2024/2025 is an increase of \$601.00 to the District compared to the 2023/2024 school year.

EXONERATION OF TAX COLLECTORS

It is recommended that the Board approve the exoneration of the real estate tax collectors as outlines below:

**KEYSTONE OAKS SCHOOL DISTRICT – Castle Shannon
RESOLUTION NO. 02-24**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE
KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR
OF THE **BOROUGH OF CASTLE SHANNON**, NAMELY **EILEEN O'MALLEY**
FOR THE TAXABLE YEAR OF 2023 IN ACCORDANCE WITH THE TAX
COLLECTOR'S REPORT DATED _____.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Castle Shannon comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Eileen O'Malley* is the elected Tax Collector for the Borough of Castle Shannon and has collected taxes for the year of 2023 at a rate of 20.4856 mills at face; and

WHEREAS, on _____, the said elected Tax Collector of the Borough of Castle Shannon, ***Eileen O'Malley***, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$_____ (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates ***Eileen O'Malley*** for taxes found to be delinquent and lien in the amount of \$_____ arising out of the collection of the 2023 tax duplicate in the amount of 20.4856 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Castle Shannon Tax Collector, ***Eileen O'Malley***, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 19th day of March 2024.

ATTEST:

Keystone Oaks School District

BY: _____

BY: _____

Joseph A. Kubiak, Assistant to the
Superintendent for Operations/
Directors

Tamara Donahue, President,
Board of School

Board Secretary

**KEYSTONE OAKS SCHOOL DISTRICT - Dormont
RESOLUTION NO. 03-24**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF DORMONT**, NAMELY **VICKIE MCGURK** FOR THE TAXABLE YEAR OF 2023 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED _____.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Dormont comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Vickie McGurk* is the elected Tax Collector for the Borough of Dormont and has collected taxes for the year of 2023 at a rate of 20.4856 mills at face; and

WHEREAS, on _____, the said elected Tax Collector of the Borough of Dormont, ***Vickie McGurk***, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$_____ (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates ***Vickie McGurk*** for taxes found to be delinquent and lien in the amount of \$_____ arising out of the collection of the 2023 tax duplicate in the amount of 20.4856 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Dormont Tax Collector, ***Vickie McGurk Service***, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 19th day of March 2024.

ATTEST:

Keystone Oaks School District

BY: _____

BY: _____

Joseph A. Kubiak, Assistant to the

Tamara Donahue, President,

Superintendent for Operations/

Board of School

Directors

Board Secretary

**KEYSTONE OAKS SCHOOL DISTRICT – Green Tree
RESOLUTION NO. 04-24**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF GREEN TREE**, NAMELY **BABETTE LEGLER** FOR THE TAXABLE YEAR OF 2023 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED \$_____. .

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Green Tree comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, ***Babette Legler*** is the elected Tax Collector for the Borough of Green Tree and has collected taxes for the year of 2023 at a rate of 20.4856 mills at face; and

WHEREAS, on _____, the said elected Tax Collector of the Borough of Green Tree, ***Babette Legler***, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$_____ (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates ***Babette Legler*** for taxes found to be delinquent and lien in the amount of \$_____ arising out of the collection of the 2023 tax duplicate in the amount of 20.4856 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Green Tree Tax Collector, ***Babette Legler***, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 19th day of March 2024.

ATTEST:

Keystone Oaks School District

BY: _____
Joseph A. Kubiak, Assistant to the
Superintendent for Operations/
Board Secretary

BY: _____
Tamara Donahue, President,
Board of School Directors

- A discussion was had regarding the Exoneration of the Tax Collectors.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2023 – 2024 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2023-2024 BUDGET TOTAL	2023-2024 8 MONTH FEBRUARY/ ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 32,672,317	\$ 31,469,968	\$ (1,202,349)
7000	State Revenue Sources	\$ 13,333,933	\$ 8,440,526	\$ (4,893,407)
8000	Federal Revenue Sources	\$ 805,962	\$ 1,641,765	\$ 835,803
Total Revenue		\$ 46,812,212	\$ 41,552,259	\$ (5,259,953)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 20,607,107	\$ 11,023,139	\$ 9,583,968
200	Benefits	\$ 13,416,990	\$ 6,623,557	\$ 6,793,433
300	Professional/Technical Services	\$ 1,929,206	\$ 1,373,771	\$ 555,435
400	Property Services	\$ 1,493,800	\$ 1,070,366	\$ 423,434
500	Other Services	\$ 5,446,273	\$ 3,195,639	\$ 2,250,634
600	Supplies/Books	\$ 1,715,234	\$ 1,244,257	\$ 470,977
700	Equipment/Property	\$ 1,015,150	\$ 1,095,218	\$ (80,068)
800	Other Objects	\$ 87,100	\$ 112,296	\$ (25,196)
900	Other Financial Uses	\$ 1,101,352	\$ 4,293,135	\$ (3,191,783)
Total Expenditures		\$ 46,812,212	\$ 30,031,378	\$ 16,780,834
Revenues exceeding		\$ -	\$ 11,520,881	\$ 11,520,881
Other Financing				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 29, 2024

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 02/01/2024	\$ 248,798.80	\$ 44,357.38
Deposits	\$ 7,177.80	\$ 3,823.44
Subtotal	\$ 255,976.60	\$ 48,180.82
Expenditures	\$ 9.99	\$ -
Cash Balance - 02/29/2024	\$ 255,966.61	\$ 48,180.82

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF FEBRUARY 29, 2024

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,898,066
PAYROLL (pass-thru account)	\$ 6,909
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 48,181
PLGIT	\$ 15,647,307
FNB MONEY MARKET	\$ 1,778,160
PSDLAF	\$ 174,251
INVEST PROGRAM	\$ 194,847
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,107,112
COMPENSATED ABSENCES	\$ 456,666
	\$ 22,311,499
CAFETERIA FUND	
FNB BANK	\$ 722,721
PLGIT	\$ 1,421,659
	\$ 2,144,380
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 43,816
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 862
	\$ 44,677
GRAND TOTAL	\$ 24,500,556

Activities & Athletics Report	<p>ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte</p> <p>The following action items will be considered at the March 19, 2024 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Advertise – Bids	<p>ADVERTISE FOR ATHLETIC BIDS</p> <p>It is recommended that the Board approve the advertisement of athletic bids for Winter and Spring Sports for the 2024/2025 school year.</p>
Competitive Events	<p>COMPETITIVE EVENTS</p> <p>It is recommended that the Board approve the following Competitive Events:</p> <p>Basketball – Girls Varsity (Level II) Northwestern High School March 8, 2024 Number of Students – 18 Activity Sponsors – Jim Feeney and Mike Orosz District Funds Requested for Students - \$2,340.00 District Funds Requested for Sponsors - \$260.00 Total Maximum District Funds Requested - \$2,600.00</p> <p>Robotics - Middle School (Level II) Clarion University March 5, 2024 Number of Students – 9 Activity Sponsors – Dennis Sarchet and Craig Wetzel District Funds Requested for Students - \$2,250.00 District Funds Requested for Sponsors - \$360.00 Total Maximum District Funds Requested - \$2,610.00</p> <p>Wrestling – Varsity (Level II) Altoona High School March 1 – 2, 2024 Number of Students – 1 Activity Sponsor – Brian Hutchin District Funds Requested for Student - \$250.00 District Funds Requested for Sponsor - \$461.10 Total Maximum District Funds Requested - \$711.10</p>
Public Comment	<p>Public Comment- None</p> <ul style="list-style-type: none">• There will be a Finance Committee Meeting on Thursday at 6:00 p.m.• There will be a Buildings, Grounds and Transportation Committee Meeting on April 4th.

ADJOURNMENT

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the meeting was adjourned at 7:31 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

Policy Guide

Policy No. 122Section PROGRAMSTitle EXTRACURRICULAR ACTIVITIESAdopted AUGUST 21, 1989Last Revised ~~MAY 22, 2018;~~
~~FEBRUARY 16, 1998~~

POLICY NO. 122 EXTRACURRICULAR ACTIVITIES		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.</p> <p>All learning experiences offered by the schools of this District, curricular and extracurricular, shall be planned and integrated toward the attainment of the District's educational objectives.</p>	
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day and are equally available to all students who voluntarily elect to participate.</p> <p>For purposes of this policy, board sponsorship shall mean formal recognition of an extracurricular activity. Such recognition does not require monetary support from the District, but allows that extracurricular program to operate pursuant to the guidelines of this policy.</p> <p>An activity sponsor is the contact and representative of the extracurricular program. A sponsor may be paid or unpaid and</p>	<p>Title 22 PA CodeSee: 12.1</p> <p>Pol. 916</p>

	<p>POLICY NO. 122</p> <p>EXTRACURRICULAR ACTIVITIES</p>	
	<p>may be a staff member. Non-staff volunteers may also serve as sponsors subject to legal requirements, board policy, and administrative regulations.</p> <p>For purposes of this policy, an athletic activity shall mean all of the following:</p> <ol style="list-style-type: none"> 1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations. 2. Noncompetitive cheerleading that is sponsored by or associated with the school. 3. Practices, interschool practices and scrimmages for all athletic activities. 	SC 1425, 5322
Section 3	<p><u>Authority</u></p> <p>The Board shall make school facilities, supplies and equipment available and assign staff members where appropriate for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>No extracurricular activity shall be considered under the sponsorship of this Board unless it has been approved by the Board upon recommendation of the Superintendent.</p> <p>The Board shall approve a Program of Extracurricular Activities by June 30th for the following school year. Only those activities included in the approved Program of Extracurricular Activities shall be considered Board sponsored. Availability of those activities in the following school year is still pursuant to student enrollment and/or sponsor availability.</p> <p>The Board shall maintain the program of extracurricular activities at minimal cost to participating students subject to the following conditions:</p>	SC 511 20 U.S.C. Sec. 4071 et seq. Pol. 103, 103.1

For purposes of this policy, an **athletic activity** shall mean all of the following:

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
2. Noncompetitive cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices and scrimmages for all athletic activities.

The Board shall make school facilities, supplies and equipment available and assign staff members where appropriate for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.

SC 511
20 U.S.C. Sec.
4071 et seq.
Pol. 103, 103.1

No extracurricular activity shall be considered under the sponsorship of this Board unless it has been approved by the Board upon recommendation of the Superintendent.

The Board shall approve a Program of **Extracurricular** Activities by June 30th for the following school year. Only those activities included in the approved Program of **Extracurricular** Activities shall be considered Board sponsored. Availability of those activities in the following school year is still pursuant to student enrollment and/or sponsor availability.

The Board shall maintain the program of extracurricular activities at minimal cost to participating students subject to the following conditions:

	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative procedures to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.</p> <p>At a minimum these procedures shall include:</p> <ol style="list-style-type: none"> 1. Quarterly reporting requirements by sponsors related to the extracurricular programs activities and attendance by students. Quarterly reports will only be necessary for groups who receive district funds including coach/sponsor payments. 2. Establishment of guidelines for the creation and continuing recognition and/or funding of extracurricular programs. 	
Section 5	<p><u>Guidelines</u></p> <p>Each school year, prior to participation in an athletic activity, every student athlete and their person in parental relation shall sign and return the acknowledgement of receipt and review of the following:</p> <ol style="list-style-type: none"> 1. Concussion and Traumatic Brain Injury Information Sheet. 2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. <p>Guidelines shall ensure that the program of extracurricular activities:</p>	<p>SC 1425, 5323 Pol. 123.1, 123.2</p> <p>123.1-AR-1</p> <p>123.2-AR-1</p>

	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <ol style="list-style-type: none"> 1. Assesses the needs and interests of and is responsive to district students. 2. Invites the participation of persons in parental relationarents/guardians and the community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act. 3. Involves students in the developing and planning of extracurricular activities. 4. Ensures provision of competent guidance and supervision by staff. 5. Guards against exploitation of students. 6. Provides a variety of experiences and diversity of organizational models. 7. Provides for the continuing evaluation of the program and its components. 8. Be scheduled, whenever possible, outside school hours, including travel time. 9. Ensure that all extracurricular activities are open to all students and that all students are fully informed of the available opportunities open to them. 10. Requires that overnight trips and fund- raising conform to district policies. 11. Requires that students participating in the extracurricular program adhere to the expectations and consequences established in the Student Code of Conduct. <p><u>Eligibility/Attendance</u></p> <p>The Board believes that participation in extracurricular activities is an important part of the total educational process and encourages all students to participate in extracurricular activities; however, participation in extracurricular activities is a privilege and not a right. Participation shall be contingent upon</p>	<p>20 U.S.C. Sec. 4071 et seq.</p> <p>Title-22 PA CodeSee 12.1, 12.4</p> <p>Pol. 218</p>
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	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>successful final completion of regular curricular requirements. In order to ensure a student's continued eligibility to participate in extracurricular activities, administrators, coaches and sponsors shall evaluate each student's academic work, attendance and behavior according to established administrative regulations. The efforts that address student needs as part of the evaluation are designed to support student learning and growth in theirhis/her academic and extracurricular program.</p> <p>At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity after the school day. Weekend/holiday participation in any extracurricular activity requires that a student must attend at least one-half of the school day immediately preceding the weekend/holiday. Students will not be penalized if school is cancelled. Students missing more than one-half the school day must have a valid doctor's excuse (i.e. for sickness, well-care visit for chronic conditions, stipulation in a 504 plan) to participate.</p> <p>With regards to any extracurricular activity that would involve a selection process, the selection of student participants will be conducted in a fair and consistent manner. The selection procedure(s) will be communication to the students and their person in parental relationparent/guardians in a timely fashion.</p> <p>The responsibility for conducting a student activity, including the tryout/selection process, rests with the sponsor/coach, under the supervision of the building principal(s), and in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. All students who meet the district's academic eligibility criteria to try out and participate in activities will have the right to try out for student activities.2. Notice to students will be made at least one month in advance and in a manner to which all students have information concerning the date, time, and place of the tryouts.3. Tryouts will be held at reasonable dates, times, and places.	
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POLICY NO. 122
EXTRACURRICULAR ACTIVITIES

4. Students will be informed of the criteria to be used in the selection process, as well as the relative importance of the various criteria, in a reasonable time prior to the tryouts.
5. All students who try out will be given equal opportunity to demonstrate their skills and abilities.
6. A fair, reasonable, and to the extent possible, objective system of judging will be used by the sponsor/coaches in selecting the students. Judging can be done either individually by the sponsor/coaches or by the use of other qualified and competent judges if the sponsor/coach so desires.
7. Students may participate in more than one (1) activity even if these activities occur at the same time of the year. A mutually agreeable arrangement must be made by the student and all sponsors/coaches involved. If sponsors/coaches cannot agree to mutually agreeable arrangement, the conflict will be resolved by the administration, which includes the possibility that the student may need to make a choice between the two (2) activities.
8. Students not selected for an activity will be notified in a timely manner. Whenever possible, they will be informed of their areas of strengths/weaknesses so that the student can work to improve the areas of weakness in order to increase the possibility of selection in future tryouts.

Supervision

A member of the professional staff, approved sponsor or independent volunteer must be present at all times when a building or part of a building is being used by students. This individual must remain at the location of the activity until all students have departed.

Equal Access Act

	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the District. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.</p> <p>The District shall provide secondary students the opportunity for non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum and shall not deny equal or a fair opportunity to, or discriminate against any students who wish to conduct a meeting within that limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Such groups shall have reasonable access to district facilities for meetings. For building access, students are to send requests to the building principal.</p> <p>Non-instructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.</p> <p>The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.</p> <p>The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.</p> <p>The District retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.</p>	
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	<p style="text-align: center;">POLICY NO. 122 EXTRACURRICULAR ACTIVITIES</p> <p>Previously Revised: May 22, 2018; February 16, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1425, 5322, 5323</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.4</p> <p>Equal Access Act – 20 U.S.C. Sec. 4071 et seq.</p> <p>Board Policy – 103, 103.1, 110, 123.1, 123.2, 218, 256, 916</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 123

Section PROGRAMS

Title INTERSCHOLASTIC ATHLETICS

Adopted AUGUST 21, 1989

Last Revised MAY 22, 2018

POLICY NO. 123 INTERSCHOLASTIC ATHLETICS		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a resource for community involvement.</p>	SC 511
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within the District or outside the District.</p>	
Section 3	<p><u>Authority</u></p> <p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.</p> <p>The Board shall approve annually, by June 30th, a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p>	<p>SC 1601-C et seq. Title 22 PA CodeSee: 4.27 34 CFR See: 106.41 Pol. 103, 103.1</p> <p>SC 511</p>

	<p style="text-align: center;">POLICY NO. 123 INTERSCHOLASTIC ATHLETICS</p> <p>The Board shall maintain the program of interscholastic activities at minimal cost to participating students subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The Board's responsibility for the provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies. 2. Students may be required to assume all or part of the costs for travel and attendance at interscholastic events and trips. 3. The Board reserves the right to limit support for any activities. <p>The Board shall determine the standards of eligibility to be met by all student's participation in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by accident insurance; be free of injury; and undergo a physical examination by a licensed physician.</p> <p>The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards periodically to ascertain that they continue to be in conformity with the objectives of this District. The Board reserves the right to require a student desiring to participate in the District's interscholastic athletic programs to provide such evidence as may be necessary to establish the student's eligibility under such standards.</p> <p>The Board believes that participation in interscholastic athletics is an important part of the total educational process; however, participation in interscholastic athletics is a privilege and not a right. Participation shall be contingent upon successful final completion of regular curricular requirements. In order to ensure a student's continued eligibility to participate in athletics, administrators, coaches and sponsors shall evaluate each student's academic work, attendance and behavior according to established administrative regulations. The efforts that address student needs as part of the evaluation are designed to support</p>	<p>Pol 110</p> <p>SC 511</p>
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**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

student learning and growth in ~~their~~^{his/her} academic and athletic program.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school District furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement in school, at a school-sponsored activity, or during the time spent traveling to and from school and school-sponsored activities to complete a transaction outside of school that would violate the Student Discipline Code.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Pol. 218, ~~Pol. 256~~

Section 4	<p style="text-align: center;">POLICY NO. 123 INTERSCHOLASTIC ATHLETICS</p> <p><u>Guidelines</u></p> <p>Each school year, prior to participation in an interscholastic athletic activity, every student athlete and theirhis/her person in parental relationarent/guardian shall sign and return the acknowledgement of receipt and review of the following:</p> <ol style="list-style-type: none"> 1. Concussion and Traumatic Brain Injury Information Sheet. 2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. <p><u>Eligibility/Attendance</u></p> <p>The Board directs that no student may participate in interscholastic athletics who has not:</p> <ol style="list-style-type: none"> 1. Met the requirements for academic eligibility. 2. Complied with the requirements of the Athletic Handbook. 3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline. 4. Met the attendance requirements to participate. <p>At a minimum, students must attend one-half of the school day, with a valid doctor's excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity after the school day. Weekend/holiday participation in any extracurricular activity requires that a student must attend at least one-half of the school day immediately preceding the weekend/holiday. Students will not be penalized if school is cancelled. Students missing more than one-half the school day must have a valid doctor's excuse (i.e. for sickness, well-care visit for chronic conditions, stipulation in a 504 plan) to participate.</p>	
		<p>SC 1425, 5323, 5333 Pol. 123.1, 123.2</p> <p>123.1-AR-1</p> <p>123.2-AR-1</p> <p>SC 511</p> <p>Pol. 204</p>

	<p style="text-align: center;">POLICY NO. 123 INTERSCHOLASTIC ATHLETICS</p> <p>5. Returned all school athletic equipment previously used.</p> <p>6. Paid off any outstanding student account balance carried over from the previous school year including, but not limited to food service accounts, books and supplies.</p> <p>7.6. Adhered to applicable discipline standards.</p> <p>The selection of student participants will be conducted in a fair and consistent manner. The selection procedure(s) will be communication to the students and their person in parental relationparent/guardians in a timely fashion.</p> <p>The responsibility for conducting a student activity, including the tryout/selection process, rests with the coach, under the supervision of the building principal(s), and in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. All students who meet the district's academic eligibility criteria to try out and participate in activities will have the right to try out for student activities. 2. Notice to students will be made at least one month in advance and in a manner to which all students have information concerning the date, time, and place of the tryouts. 3. Tryouts will be held at reasonable dates, times, and places. 4. Students will be informed of the criteria to be used in the selection process, as well as the relative importance of the various criteria, in a reasonable time prior to the tryouts. 5. All students who try out will be given equal opportunity to demonstrate their skills and abilities. 6. A fair, reasonable, and to the extent possible, objective system of judging will be used by the coaches in selecting the students. Judging can be done either individually by the coaches or by the use of other qualified and competent judges if the coach so desires. 	Pol. 218
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**POLICY NO. 123
INTERSCHOLASTIC ATHLETICS**

7. Students may participate in more than one (1) activity even if these activities occur at the same time of the year. A mutually agreeable arrangement must be made by the student and all sponsors/coaches involved. If sponsors/coaches cannot agree to mutually agreeable arrangement, the conflict will be resolved by the administration, which includes the possibility that the student may need to make a choice between the two (2) activities.
8. Students not selected for an activity will be notified in a timely manner. Whenever possible, they will be informed of their areas of strengths/weaknesses so that the student can work to improve the areas of weakness in order to increase the possibility of selection in future tryouts.

Supervision

A member of the professional staff, approved sponsor or independent volunteer must be present at all times when a building or part of a building is being used by students. This individual must remain at the location of the activity until all students have departed.

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

SC 1603-C

SC 1603-C

SC 1603-C

POLICY NO. 123
INTERSCHOLASTIC ATHLETICS

Section 5

Delegation of Responsibility

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A and the District.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the District's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

Requests for the addition or elimination of interscholastic athletic programs shall be submitted to the Superintendent or ~~their~~^{his/her} designee.

References:

School Code – 24 P.S. Sec. 511, 1425, 1601-C et seq., 1603-C, 5323, 5333

State Board of Education Regulations – 22 PA Code Sec. 4.27, 12.1, 12.4

Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41

Board Policy – 103, 103.1, 123.1, 123.2, 204, 218, 256

22 PA Code 12.1,
12.4

Policy Guide

Policy No. 123.2Section PROGRAMSTitle SUDDEN CARDIAC ARRESTAdopted MAY 22, 2018

Last Revised _____

POLICY NO. 123.2 SUDDEN CARDIAC ARREST		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.</p>	<p>SC24 P.S. Sec. 14255331 et seq.</p>
Section 2	<p><u>Definitions</u></p> <p>Athletic activity shall mean any of the following:</p> <ol style="list-style-type: none"> 1. Interscholastic athletics. 2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the Districtschool, including cheerleading, club sponsored sports activities and sports activities sponsored by school affiliated organizations. 3. Noncompetitive cheerleading that is sponsored by or associated with the Districtschool. 4. Practices, interschool practices and scrimmages for all athletic activities, as defined above. <p>A Sudden Cardiac Arrest occurs when the heart stops beating, suddenly and unexpectedly; stopping blood flow to the brain and other organs.</p>	<p>SC24 P.S. Sec. 14255332</p> <p>Pol. 123</p> <p>Pol. 122</p> <p>Pol. 122</p> <p>Pol. 122, 123</p>

	<p style="text-align: center;">POLICY NO. 123.2 SUDDEN CARDIAC ARREST</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>Each school year, prior to participation in an athletic activity, every student athlete and theirhis/her person in parental relationarent/guardian shall sign and return the acknowledgement of receipt sand review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet (123.2-AR-1) that includes information about electrocardiogram testing.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for sudden cardiac arrest prevention, education, and management.</p> <p>Section 4 <u>Guidelines</u></p> <p>The District will provide educational information concerning sSudden cCardiac aArrest and information about electrocardiogram testing in the Athletic Handbook, the district website and by any other reasonable means.</p> <p>The District will hold an informational meeting at least annually for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include persons in parental relationarents/guardians, coaches, other appropriate school officials, physicians, pediatriccardiologists, and athletic trainers.</p> <p><u>Removal from Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the District, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p>Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities unless they are evaluated and cleared by a licensed physician, certified registered nurse practitioner or cardiologist.</p>	<p>SC 24 P.S. Sec. 14255333</p> <p>SC 142524 P.S. Sec. 5333</p> <p>SC 142524 P.S. Sec. 5333</p> <p>SC 1425</p>
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	<p style="text-align: center;">POLICY NO. 123.2 SUDDEN CARDIAC ARREST</p> <p><u>Return to Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.</p> <p><u>Training</u></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.</p> <p><u>Penalties</u></p> <p>A coach found in violation of the provisions of this policy related to removal from play and return to play shall be permanent suspension from coaching any athletic activity.</p> <p>References:</p> <p>PA School Code Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 14255331 et seq.</p> <p>Board Policy – 122, 123</p>	<p>SC 1425</p> <p>SC 1425 24 P.S. Sec. 5333</p> <p>SC 1425</p> <p>24 P.S. Sec. 5333</p> <p>24 P.S. Sec. 5333</p>
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