

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, MAY 9, 2023
7:00 PM

MINUTES

Call to Order	President Theresa Lydon called the meeting to order at 7:00 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	<p>Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, and Ms. Snyder. 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.</p> <p>Mrs. Shaw was absent.</p>
Recognition	<p>Dr. Stropkaj recognized Mr. Kevin Gallagher for the recipient of this year's NEA Foundation 2023 Horace Mann Awards for Teaching Excellence. A copy of the video can be viewed by following the below link.</p> <p>NEA Foundation 2023 Horace Mann Awards for Teaching Excellence</p>
Public Comment	Public Comment – None
Board President's Report	<p>BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Board Minutes	<p>BOARD MINUTES</p> <p>It is recommended that the Board approve the Work Session Minutes of April 11, 2023 and the Business/Legislative Minutes of April 18, 2023.</p>
Office of Treasurer	<p>NOMINATION FOR OFFICE OF TREASURER</p> <p>It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one-year term beginning July 1, 2023.</p>
For Discussion Only	FOR DISCUSSION ONLY

A discussion took place amongst Board Members in support of SB 180 and HB 180 – School Meals for All. This item will be placed on the Business/Legislative Agenda for May 23, 2023 for approval.

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs
 - Castle Shannon – Hamilton Park is closed for renovations this summer.
 - Green Tree – looking for summer employment. Public Works is hiring.
 - Dormont – hiring lifeguards

Executive Session

Executive Session

Executive Session was held prior to this evening's Work Session to discuss personnel matters and confidential legal matters.

Superintendent's Report

SUPERINTENDENT REPORT – Dr. William P. Stropkaj

The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Policy 200

FIRST READING POLICY 200: ENROLLMENT OF STUDENTS

It is recommended that the Board approve the FIRST READING of Policy 200: *Enrollment of Students*.

Policy 202

FIRST READING POLICY 202: ELIGIBILITY OF NONRESIDENT STUDENTS

It is recommended that the Board approve the FIRST READING of Policy 202: *Eligibility of Nonresident Students*.

Policy 204

FIRST READING POLICY 204: ATTENDANCE

It is recommended that the Board approve the FIRST READING of Policy 204: *Attendance*.

Policy 217

FIRST READING POLICY 217: GRADUATION REQUIREMENTS

	<p>It is recommended that the Board approve the FIRST READING of Policy 217: <i>Graduation Requirements</i>.</p>						
Policy 251	<p>FIRST READING POLICY 251: STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE, AND OTHER EDUCATIONAL INSTABILITY</p> <p>It is recommended that the Board approve the FIRST READING of Policy 251: <i>Students Experiencing Homelessness, Foster Care, and other Educational Instability</i>.</p>						
Policy 918	<p>FIRST READING POLICY 918: BOOSTER/PARENT ORGANIZATIONS</p> <p>It is recommended that the Board approve the FIRST READING of Policy 918: <i>Booster/Parent Organizations</i>.</p>						
For Info. Only	<p>FOR INFORMATION ONLY</p> <p>The District is applying to host the PMEA Junior High Orchestra Festival that will take place during the 2023/2024 school year.</p>						
Education Report	<p>EDUCATION REPORT – Mrs. Tamara Donahue</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>						
Common Threads MOU	<p>COMMON THREADS MEMORANDUM OF UNDERSTANDING</p> <p>It is recommended that the Board approve the Memorandum of Understanding between Common Threads and Keystone Oaks High School to provide in-person lessons by a professional chef for Family and Consumer Science classes.</p> <p><u>For Information Only</u></p> <p>Chef will have all necessary clearances.</p>						
Textbooks on Display	<p>TEXTBOOKS ON DISPLAY</p> <p>It is recommended that the Board approve the following textbooks to be placed on display for 30 days:</p> <table> <tr> <th><u>Textbook</u></th><th><u>Publisher</u></th></tr> <tr> <td><i>Number Corner</i>, Third Grade</td><td>The Math Learning Center</td></tr> <tr> <td><i>Number Corner</i>, Fourth Grade</td><td>The Math Learning Center</td></tr> </table>	<u>Textbook</u>	<u>Publisher</u>	<i>Number Corner</i> , Third Grade	The Math Learning Center	<i>Number Corner</i> , Fourth Grade	The Math Learning Center
<u>Textbook</u>	<u>Publisher</u>						
<i>Number Corner</i> , Third Grade	The Math Learning Center						
<i>Number Corner</i> , Fourth Grade	The Math Learning Center						

	<p><i>Number Corner</i>, Fifth Grade</p> <p><i>Reveal Math</i>, Kindergarten</p> <p><i>Reveal Math</i>, First Grade</p> <p><i>Reveal Math</i>, Second Grade</p> <p><i>Reveal Math</i>, Third Grade</p> <p><i>Reveal Math</i>, Fourth Grade</p> <p><i>Reveal Math</i>, Fifth Grade</p> <p><u>For Information Only</u></p> <p>All costs to be paid from ESSER Grant.</p> <ul style="list-style-type: none"> • A discussion was had in regard to the Textbooks on Display. 	<p>The Math Learning Center</p> <p>McGraw Hill</p> <p>McGraw Hill</p> <p>McGraw Hill</p> <p>McGraw Hill</p> <p>McGraw Hill</p> <p>McGraw Hill</p>
Pupil Personnel Report	<p>PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>	
AIU Services Agreement	<p>ALLEGHENY INTERMEDIATE UNIT – SERVICES AGREEMENT 2023/2024</p> <p>The Administration recommends that the Board approve the Allegheny Intermediate Unit’s Services Agreement for the 2023/2024 school year.</p> <p><u>For Information Only</u></p> <p>This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.</p>	
AIU Special Ed. Addendum	<p>ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2023/2024</p> <p>The Administration recommends that the Board approve the Allegheny Intermediate Unit’s Special Education Addendum 2023/2024.</p> <p><u>For Information Only</u></p> <p>This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.</p>	
SRU Agreement	<p>SLIPPERY ROCK UNIVERSITY – INTERNSHIP AGREEMENT</p>	

	<p>It is recommended that the Board approve the Internship Agreement between Slippery Rock University and Keystone Oaks School District from May 2023 through May 2027.</p>
The Day School	<p>THE DAY SCHOOL AT THE CHILDREN’S INSTITUTE</p> <p>It is recommended that the Board approve the Services Agreement between The Day School at The Children’s Institute and Keystone Oaks School District from July 1, 2023 through June 30, 2024.</p>
Children’s Initiative	<p>ALLEGHENY CHILDREN’S INITIATIVE INC. AGREEMENT</p> <p>It is recommended that the Board approve the Letter of Agreement between Allegheny Children’s Initiative and the Keystone Oaks School District for providing Student Assistant Program services.</p>
Carlow University	<p>CARLOW UNIVERSITY</p> <p>It is recommended that the Board approve the Concurrent Enrollment Agreement between Carlow University and Keystone Oaks School District.</p>
Communications Report	<p>COMMUNICATIONS REPORT – Ms. Raeann Lindsey</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
ParentSquare	<p>PARENTSQUARE</p> <p>It is recommended that the Board approve the two-year agreement with ParentSquare. The cost of the agreement is as follows:</p> <ul style="list-style-type: none"> ○ \$1,500 onboarding fee ○ \$10,408.20 for the 2023/2024 school year ○ \$11,058.00 for the 2024/2025 school year <p><u>For Information Only</u></p> <p>ParentSquare is a communication platform that will allow the district to consolidate several of the platforms that it currently uses, allowing users to access information in one place. In addition to district employees, groups and organizations that are affiliated with the district, such as PFO and booster groups, will be able to post information via ParentSquare.</p> <ul style="list-style-type: none"> • Mrs. Welch gave a brief overview of ParentSquare.
Personnel Report	<p>PERSONNEL REPORT – Mrs. Theresa Lydon</p>

The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignations

RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jarrell Peterson	Custodian	May 10, 2023
Elizabeth Myers	Paraprofessional – Aiken	April 28, 2023

Appointments

APPOINTMENTS

1. Activity Sponsor – 2022/2023 School Year

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)	Assistant	Craig Wetzel	\$2,220.00

2. Activity Sponsor - 2023/ 2024 School Year

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>
Cheerleading (HS)	Head Coach	Roseanne Stettler	TBD

ESY Staff

EXTENDED SCHOOL YEAR STAFF

It is recommended that the Board approve the following personnel for the Extended School Year Program:

<u>Name</u>	<u>Position</u>
Wendy Mariutto	Teacher
Matthew Richert	Teacher

Sabbatical Leave

SABBATICAL LEAVE

It is recommended that the Board approve the following individual for sabbatical leave:

Melissa Palmieri

Middle School – Learning Support
1st semester 2023/2024 school year

FMLA

FAMILY AND MEDICAL LEAVE

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

Employee #4875 – June 19, 2023 – September 18, 2023

Employee #4472 – August 21, 2023 – October 30, 2023

Employee #4622 – August 24, 2023 – October 31, 2023

Extended Leave

EXTENDED LEAVE

It is recommended that the Board approve the following individual for an Extended Leave:

Employee #384 – April 25, 2023 – June 12, 2023

Finance Report

FINANCE REPORT – Mr. Nafis Hill

The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Proposed Final Budget

APPROVAL OF THE 2023/2024 PROPOSED FINAL BUDGET

The Administration recommends the adoption of the 2023/2024 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 24, 2023.

For Information Only

At this time, the 2023/2024 Proposed Final Budget is estimated at expenditures of \$ _____. The expected revenues will be \$ _____ with the levying of _____ mills. The approval of the 2023/2024 Final General Budget is scheduled for June 20, 2023.

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2023

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

A. General Fund as of April 30, 2023 (Check No. 69303-69483) \$757,775.94

B. Food Service Fund as of April 30, 2023 (Check No. 9731-9737)	\$40,193.27
C. Athletics as of April 30, 2023 (Check No. 3432-3437)	\$5,260.02
D. Capital Reserve as of April 30, 2023 (None)	\$0.00
TOTAL	\$803,229.23

FOR INFORMATION ONLY**I. EXPENDITURE/REVENUE 2022 – 2023 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2022-2023 BUDGET TOTAL	2022-2023 10 MONTH APRIL/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 32,605,235	\$ 32,699,088	\$ 93,853
7000	State Revenue Sources	\$ 12,384,162	\$ 9,841,358	\$ (2,542,804)
8000	Federal Revenue Sources	\$ 3,179,907	\$ 1,049,487	\$ (2,130,420)
Total Revenue		\$ 48,169,304	\$ 43,589,933	\$ (4,579,371)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 18,900,284	\$ 13,118,756	\$ 5,781,528
200	Benefits	\$ 12,181,398	\$ 8,236,617	\$ 3,944,781
300	Professional/Technical Services	\$ 2,074,087	\$ 1,521,782	\$ 552,305
400	Property Services	\$ 1,303,987	\$ 1,158,642	\$ 145,345
500	Other Services	\$ 5,494,138	\$ 4,289,873	\$ 1,204,265
600	Supplies/Books	\$ 1,664,642	\$ 1,307,026	\$ 357,616
700	Equipment/Property	\$ 463,355	\$ 550,638	\$ (87,283)
800	Other Objects	\$ 225,450	\$ 196,882	\$ 28,568
900	Other Financial Uses	\$ 6,155,158	\$ 6,927,145	\$ (771,987)
Total Expenditures		\$ 48,462,499	\$ 37,307,362	\$ 11,155,137
Revenues exceeding Expenditures		\$ (293,195)	\$ 6,282,572	\$ 6,575,767
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2023

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 04/01/2023	\$ 194,467.79	\$ 20,869.64
Deposits	\$ 11,347.28	\$ 1,442.45
Subtotal	\$ 205,815.07	\$ 22,312.09
Expenditures	\$ 1,745.00	\$ 5,040.50
Cash Balance - 04/30/2023	\$ 204,070.07	\$ 17,271.59

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2023

	BALANCE
GENERAL FUND	
FNB BANK	\$ 2,645,449
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 18,111
PLGIT	\$ 9,508,297
FNB MONEY MARKET	\$ 1,284,530
PSDLAF	\$ 166,960
INVEST PROGRAM	\$ 186,606
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,037,622
COMPENSATED ABSENCES	\$ 441,609
	\$ 16,294,714
CAFETERIA FUND	
FNB BANK	\$ 1,021,465
PLGIT	\$ 752,476
	\$ 1,773,941
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 42,368
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 825
	\$ 43,194
GRAND TOTAL	\$ 18,111,848

Buildings, Grounds & Transportation Report	<p>BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Sound System	<p>SOUND SYSTEM</p> <p>It is recommended that the Board retroactively approve Proposal #2429 from Kinetics AV to replace the Sound System at the Stadium at a cost not to exceed \$20,520.00.</p> <p><u>For Information Only</u></p> <p>Proposal #2429 was authorized as of May 2, 2023 in order for the sound system to be complete prior to graduation. Kinetics AV is a COSTARS company.</p>
Box Truck	<p>BOX TRUCK</p> <p>It is recommended that the Board approve the purchase of a 2024 Ford E-450 Cutaway Van from Kenny Ross Ford at a cost not to exceed \$53,853.50.</p> <p><u>For Information Only</u></p> <p>The cost includes the Bay Bridge 16 Box with Ramp. Kenny Ross Ford is a COSTARS company.</p> <ul style="list-style-type: none">• A discussion was had regarding classroom design.• The next Buildings, Grounds & Transportation Committee Meeting will take place at Dormont Elementary.
Activities & Athletics Report	<p>ACTIVITIES AND ATHLETICS REPORT – Mr. Thomas LaPorte</p> <p>The following action items will be considered at the May 23, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Competitive Event	<p>COMPETITIVE EVENT</p> <p>It is recommended that the Board approve the following competitive event:</p> <p>Odyssey of the Minds – World Competition (Level III) Michigan State University May 24 – 27, 2023 Number of Students – 7 Activity Sponsor – Jessica Dobson District Funds Requested for Students - \$3,500.00 District Funds Requested for Sponsor and Coach - \$2,177.32 Total District Funds Requested - \$5,677.32</p>

ATHLETIC BIDS – WINTER AND SPRING 2023/2024

It is recommended that the Board approve the **Winter and Spring Bids** for the 2023/2024 school year in the amount of \$48,875.96 to the following companies:

Century Sports Inc.	\$48,091.16
Pioneer Manufacturing Co.	\$748.80

APPROVAL OF INTERSCHOLASTIC ATHLETICS FOR THE 2023/2024 SCHOOL YEAR

Per Policy 123: *Interscholastic Athletics*, it is recommended that the Board approve the following Interscholastic Athletics for the 2023/2024 school year:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading (HS)	Basketball, Boys (HS)	Baseball (HS)
Cheerleading (MS)	Basketball, Boys (MS)	Softball (HS)
Cross Country (HS)	Basketball, Girls (HS)	Softball (MS)
Cross Country (MS)	Basketball, Girls (MS)	Tennis, Boys (HS)
Dance Team (HS)	Swimming, Co-Ed (HS)	Track, Co-Ed (HS)
Football (HS)	Volleyball (MS)	Track, Co-Ed (MS)
Football (MS)	Wrestling (HS)	Volleyball, Boys (HS)
Golf (HS)	Wrestling (MS)	
Soccer, Boys (HS)		
Soccer, Boys (MS)		
Soccer, Girls (HS)		
Soccer, Girls (MS)		
Swimming, Co-Ed (MS)		
Tennis, Girls (HS)		
Volleyball, Girls (HS)		
Volleyball, Girls (MS)		

APPROVAL OF ACTIVITIES FOR THE 2023/2024 SCHOOL YEAR

Per Policy 122: *Extracurricular Activities*, it is recommended that the Board approve the following activities for the 2023/2023 school year:

- Allies (HS)
- Art Club (Aiken)
- Best Friends Club (HS)
- Best Friends Club (MS)
- Best Friends Club (Myrtle)
- Environmental Club (HS)
- Environmental Club (MS)
- FBLA (HS)
- FCCLA (HS)
- French Club (HS)
- Intramurals (Aiken)
- Intramurals (Dormont)
- Intramurals (MS)
- Intramurals (Myrtle)
- Junior/Senior Class
- Marching Band
- Math Club (HS)
- Medical Careers Club (HS)
- Mileage Club (Aiken)
- Musical (Elementary)
- Musical (HS)
- Musical (MS)
- National Honor Society (HS)
- Nature Club (Myrtle)
- Odyssey of the Mind (District Wide)
- Pep Club (HS)
- PJAS (HS)
- Robotics (HS)
- Robotics (MS)
- Science Club (HS)
- Spanish Club (HS)
- Stage Crew (HS)
- Strength Club (HS)
- Student Senate (HS)
- Student Senate (MS)
- Technology Club (HS)

Varieties
Yearbook (HS)
Yearbook (MS)

Public Comment

Public Comment

**Jennifer Koehler
Dormont**

Re: ParentSquare
Booster Policy
Busing for field trips

Adjournment

ADJOURNMENT

On the motion of Mrs. Donahue, seconded by Mr. LaPorte, the meeting was adjourned at 7:42 p.m.

Motion passed 8-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

Policy DISTRICT Guide

Policy No. 200Section PUPILSTitle ENROLLMENT OF STUDENTS~~IN~~Adopted JUNE 23, 2011Last Revised JUNE 21, 2022

POLICY NO. 200 ENROLLMENT <u>OF STUDENTS</u> IN DISTRICT		
Section 1	<p><u>Authority</u></p> <p>The Board shall enroll school age students eligible to attend district schools in accordance with applicable laws and regulations, Board policy, and administrative regulations<u>procedures</u>.</p>	SC 1301, 1302, <u>1331.1</u> 22 PA Code 11.11, 11.41
Section 2	<p><u>Definitions</u></p> <p>School age shall be defined as the period from the earliest admission age for the District's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p>District of residence shall be defined as the school district in which a student's person(s) in parental relation reside.</p>	SC 1301 22 PA Code 11.12 SC 1302 22 PA Code 11.11
Section 3	<p><u>Guidelines</u></p> <p><u>Enrollment Requirements</u></p> <p>School age resident students and eligible nonresident students shall be entitled to attend district schools.</p> <p>The District shall not enroll a student until the person in parental relation has submitted proof of the student's age, residence and immunizations and a completed Parent Registration Statement, as required by law and regulations.</p>	SC 1301, 1302 22 PA Code 11.11, 12.1 SC 1301, 1302, 1303a, 1304-A, <u>22 PA Code 11.11</u> <u>Pol. 203, 216.1</u>

	<p style="text-align: center;">POLICY NO. 200 ENROLLMENT <u>OF STUDENTS</u>IN-DISTRICT</p> <p>The District shall administer a home language survey to all students enrolling in district schools for the first time.</p> <p>The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The District shall immediately enroll identified homeless students <u>experiencing homelessness, foster care and other forms of education instability</u>, even if the student or person in parental relation is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p> <p>The District shall not inquire about the immigration status of a student as part of the enrollment process.</p> <p>Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend district schools in accordance with Board Policy 202.</p> <p><u>Residency Eligibility</u></p> <p>When the person(s) in parental relation of a student reside in different school districts, the student may attend school in the district of residence of the person in parental relation with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.</p> <p>If the persons in parental relation of a student share joint custody and time is evenly divided, the persons in parental relation may choose which of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, as defined under Pennsylvania law, the resident school district shall be the one in which the student is then living.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall annually notify students, person(s) in parental relation and staff about the District's</p>	<p>22 PA Code 11.11 Pol. 140</p> <p>22 PA Code 11.11</p> <p><u>SC 1331.1</u> <u>Pol. 251</u></p> <p>22 PA Code 11.11</p> <p>Pol. 202</p> <p>22 PA Code 11.11</p> <p>22 PA Code 11.41</p>
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POLICY NO. 200
ENROLLMENT OF STUDENTS~~IN-DISTRICT~~

enrollment~~admissions~~ policy by publishing such policy in the student handbook, newsletters, district website and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Previously Revised: June 21, 2022

References:

School Code – 24 PS Sec. 1301, 1302, 1303a, 1304-A, 1331.1

State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1

Board Policy – 140, 202, 203, 216.1, ~~240~~251

Policy Guide

Policy No. 202Section PUPILSTitle ELIGIBILITY OF
NONRESIDENT STUDENTSAdopted AUGUST 21, 1999Last Revised JUNE 21, 2022

POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS		
Section 1	<p><u>Purpose</u></p> <p>The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.</p>	SC 501, 502, 503
Section 2	<p><u>Authority</u></p> <p>The Board may permit the admission of nonresident students in accordance with Board policy.</p> <p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p> <p>The Board reserves the right to verify the claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p> <p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.</p>	<p>SC 1301, 1316 Pol. 200</p> <p>SC 1302 22 PA Code 11.19</p> <p>SC 1302</p> <p>SC 1302 Pol. 906</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS</p> <p>The Board shall not be responsible for transportation to or from school of any nonresident student residing outside -school district boundaries.</p> <p>Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.</p> <p><u>Guidelines for Eligible Non-Resident Students</u></p> <p><u>Nonresident Children Placed in Resident’s Home</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.</p> <p><u>Residents of Institutions</u></p> <p>A child who is living in or assigned to a facility or -institution for the care or training of children that is located within the District by such placement; but the studentchild shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.</p> <p><u>Students Experiencing Educational Instability</u></p> <p><u>The District shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.</u></p> <p><u>Prospective Residents</u></p> <p>A student eligible for attendance whose person in parental relation has executed a contract to buy, build or rent a residence in this district for occupancy may be enrolled:</p> <ol style="list-style-type: none"> 1. For 60 calendar days previous to the anticipated date of residency <p style="text-align: center;">OR</p>	<p>SC 1316, 2561 Pol. 607</p> <p>SC 1305, 1331.1</p> <p>SC 1306, 1307, 1308, 1309, 1310, 1331.1, 2561, 2562 22 PA Code 11.18</p> <p>SC 1331.1 Pol. 251</p> <p>SC 1316</p>
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	<p style="text-align: center;">POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS</p> <p>The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.</p> <p>The Superintendent shall:</p> <ol style="list-style-type: none">1. Recommend to the Board for its approval the admission of qualified nonresident students.2. Report to the Board for its information the enrollment of nonresident students. <p>Previously Revised: June 21, 2022; January 27, 2011; April 15, 2004</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1305, 1306, 1307, 1308, 1309, 1310, 1316, 1331.1, 2561, 2562</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19</p> <p>Board Policy – 200, 906, 607, 25140</p>	
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Policy Guide



POLICY NO. 204 ATTENDANCE		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p>	22 PA Code 11.41
Section 2	<p><u>Authority</u></p> <p>The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized District staff in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>	22 PA Code 11.23. 11.25, 12.1 SC 1327, 1329, 1330
Section 3	<p><u>Definitions</u></p> <p>Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six^{sixteen} eight^{seventeen} (68⁷) years of age until the student reaches eighteen^{seventeen} (187⁷) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student^{child} who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p> <p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p>	<p>22 PA Code 11.13 SC 1326</p> <p>SC 1326</p>

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p> <p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none"> 1. Custodial biological or adoptive parent. 2. Noncustodial biological or adoptive parent. 3. Guardian of the person of a student. 4. Person with whom a student lives and who is acting in a parental role of a student. <p>This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall annually notify students, persons in parental relation, and staff about the District's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.</p> <p>The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.</p>	<p>SC 1326</p> <p>SC 1326</p> <p>42 Pa. C.S.A. 6302</p> <p>SC 1326</p> <p>22 PA Code 11.41 SC 510.2</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> 1. On certification by a physician, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance. 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. 3. Students attending college who are also enrolled part-time in district schools. 4. Students attending a home education program or private tutoring in accordance with law. 5. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved. 6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work, or private domestic service under duly issued permits. 7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment. <p><u>Excused/Lawful Absence</u></p> <p>For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:</p>	<p>SC 1329, 1330 22 PA Code 11.34</p> <p>SC 1327 22 PA Code 11.32</p> <p>22 PA Code 11.5</p> <p>SC 1327, 1327.1 Pol. 116, 137 22 PA Code 11.31, 11.31a</p> <p>SC 1327</p> <p>SC 1330</p> <p>SC 1330 22 PA Code 11.28</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <ol style="list-style-type: none"> 1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. 2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. 3. Quarantine. 4. Family emergency. 5. Recovery from accident. 6. Required court attendance. 7. Death in the family. 8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. 9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation. 10. Nonschool-sponsored educational tours or trips, if the following conditions are met: <ol style="list-style-type: none"> a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame. b. The student's participation has been approved by the Superintendent or designee. c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent. 11. College or postsecondary institution visit, with prior approval. 	<p>22 PA Code 11.25 SC 1329</p> <p>SC 1329</p> <p>22 PA Code 11.41 SC 1329</p> <p>22 PA Code 11.21</p> <p>SC 1329 22 PA Code 11.26</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, and foster care <u>and other forms of educational instability</u>.</p> <p>The District may limit the number and duration of non-school-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the year.</p> <p><i>Temporary Excusals -</i></p> <p>The following students may be temporarily excused from the requirements of attendance at District schools:</p> <ol style="list-style-type: none"> 1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. 2. Students participating in a religious instruction program, if the following conditions are met: <ol style="list-style-type: none"> a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction. b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction. c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance. 3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. 	<p>22 PA Code 11.25 SC 1329 Pol. 251</p> <p>SC 510, 1318, 1327 22 PA Code 11.22 Pol. 116</p> <p>22 PA Code 11.21 SC 1546</p> <p>22 PA Code 11.34</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p><i>Parental Notice of Absence –</i></p> <p>Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional</p> <p><u>Unexcused/Unlawful Absence</u></p> <p>For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.</p> <p>An out-of-school suspension may not be considered an unexcused absence.</p> <p><i>Parental Notification –</i></p> <p>District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.</p> <p><u>Enforcement of Compulsory Attendance Requirements</u></p> <p><i>Student is Truant –</i></p> <p>When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.</p> <p>The notice shall:</p> <ol style="list-style-type: none"> 1. Be in the mode and language of communication preferred by the person in parental relation. 2. Include a description of the consequences if the student becomes habitually truant. 	<p>SC 1326</p> <p>SC 1333</p> <p>SC 1333</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p>	
	<p>3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.</p>	
	<p>The notice may include the offer of a School Attendance Improvement Conference.</p>	SC 1333
	<p>If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p>	SC 1333
	<p><i>School Attendance Improvement Conference (SAIC)–</i></p>	
	<p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.</p>	SC 1333
	<p>The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p>	SC 1326
	<p>The following individuals shall be invited to the SAIC:</p>	SC 1326
	<ol style="list-style-type: none"> 1. The student. 2. The student's person in parental relation. 3. Other individuals identified by the person in parental relation who may be a resource. 4. Appropriate school personnel. 5. Recommended service providers. 	
	<p>Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p>	SC 1333

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p>	
	<p>The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p>	SC 1333
	<p>The District may not take further legal action to address unexcused absences until after the date of the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.</p>	SC 1333
	<p><i>Student is Habitually Truant -</i></p>	
	<p>When a student under fifteen (15) years of age is habitually truant, district staff:</p> <ol style="list-style-type: none"> 1. Shall refer the student to: <ol style="list-style-type: none"> a. A school-based or community-based attendance improvement program; or b. The local children and youth agency. 2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. 	SC 1333.1
	<p>When a student fifteen (15) years of age or older is habitually truant, district staff shall:</p> <ol style="list-style-type: none"> 1. Refer the student to a school-based or community-based attendance improvement program; or 2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student. 	SC 1333.1
	<p>District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance</p>	SC 1333.1

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>improvement program, or if the student refuses to participate in such program.</p> <p>Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.</p> <p><i>Filing a Citation –</i></p> <p>A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.</p> <p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p> <p><u>Special Needs and Accommodations</u></p> <p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Supervisor of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p>	<p>SC 1333.1</p> <p>SC 1333.2</p> <p>SC 1333.2</p> <p>Pol 103.1, 113, 113.3, 114</p> <p>Pol. 103.1, 113, 114</p> <p>SC 1333</p>
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POLICY NO. 204
ATTENDANCE

Previously Revised: [May 19, 2020](#); August 15, 2017; June 20, 2013; October 19, 1998

References:

School Code – 24 P.S. Sec. 510, 510.2, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1339, 1546

State Board of Education Regulations – 22 PA Code Sec. 11.5, 11.13, 11.21, 11.22, 11.23, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1

Title 42 – 42 Pa. C.S.A. 6302

Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137, [251](#)

Policy Guide

Policy No. 217Section PUPILSTitle GRADUATION REQUIREMENTSAdopted AUGUST 21, 1989Last Revised APRIL 21, 2020

POLICY NO. 217 GRADUATION REQUIREMENTS		
Section 1	<p><u>Purpose</u></p> <p>It shall be the policy of the Board shall establish graduation requirements and to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diplomas and/or certificates at fitting graduation ceremonies.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.</p> <p>The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.</p> <p>The Board requires graduation requirements to be published and distributed to students and persons in parental relation, and made available in each school building and posted on the District's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and persons in parental relation, and made available in each school building and posted on the District's publicly accessible website immediately following approval by the Board.</p> <p>The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon</p>	<p>24 P.S. 121 22 PA Code 4.24, 4.51, 4.52</p> <p>22 PA Code 4.24 24 P.S. 510.2</p>

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~request for review by the designated representatives of the
Pennsylvania Department of Education.~~

**Students are required to take courses fulfilling the following
credit requirements in order to graduate:**

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

- ~~1. English *—————4 credits~~
- ~~2. Social Studies *—————4 credits~~
- ~~3. Mathematics *—————4 credits~~
- ~~4. Science *—————4 credits~~
- ~~5. Physical Education—————1 credit~~
- ~~6. S.T.E.A.M.—————1 credit~~
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~~S.T.E.A.M. refers to Science, Technology, Engineering,
Arts, and Mathematics. The Program of Studies outlines
specific courses that meet the S.T.E.A.M. designation.~~
- ~~7. Health—————0.5 credit~~
- ~~8. Electives—————7.5 credits~~
- ~~9. Community Service—————0.5 credit~~
~~(Equivalent to 60 hours of community service—details are
described in the Community Service Handbook)~~
- ~~10. Career Readiness/Job Shadowing—————0.5 credit~~
~~(Details are described in the Career Readiness Handbook)~~

~~*For the Senior Classes of 2022 and 2023:*~~

POLICY NO. 217
GRADUATION REQUIREMENTS

~~1. English * 4 credits~~

~~2. Social Studies * 4 credits~~

~~3. Mathematics * 4 credits~~

~~4. Science * 4 credits~~

~~5. Physical Education/Health 1 credit~~

~~6. S.T.E.A.M. 1 credit~~

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~~S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.~~

~~7. Electives 8 credits~~

~~8. Community Service 0.5 credit
(Equivalent to 60 hours of community service—details are described in the Community Service Handbook)~~

~~9. Career Readiness/Job Shadowing 0.5 credit
(Details are described in the Career Readiness Handbook)~~

For the Senior Classes of 2024 and beyond:

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p>	
	<p>1. English * 4 credits</p> <p>2. Social Studies * 4 credits</p> <p>3. Mathematics * 4 credits</p> <p>4. Science * 4 credits</p> <p>5. Physical Education/Health 1 credit</p> <p>6. Computer Science * 0.5 credit</p> <p>7. Electives 8 credits</p> <p>8. Community Service 0.5 credit (Equivalent to 60 hours of community service – details are described in the Community Service Handbook)</p> <p>9. Career Readiness/Job Shadowing 0.5 credit (Details are described in the Career Readiness Handbook)</p> <p><i>*Courses fulfilling this requirement will be listed annually in the Program of Studies.</i></p> <p>Students must take a minimum of seven (7) credits per year.</p> <p><u>Diplomas</u></p> <p>The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p><i>Students Experiencing Educational Instability –</i></p> <p>The District shall provide supports to ensure that students experiencing educational instability graduate in a timely manner,</p>	<p>22 PA Code 4.24 24 P.S. 1611, 1613 Pol. 102, 127, 212</p> <p>Pol. 233</p> <p>24 P.S. 1331.1 Pol. 251</p>

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p>in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.</p> <p><i>Students With Disabilities</i></p> <p>The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with their graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.</p> <p><i>Part-Time Students -</i></p> <p>A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.</p> <p><i>Full-Time Postsecondary Students -</i></p> <p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p> <p><i>Eligible Veterans -</i></p> <p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the</p>	<p>24 P.S. 121, 1614 22 PA Code 4.12, 4.24, 11.27 34 CFR 300.102, 300.305 Pol. 113</p> <p>22 PA Code 11.5, 11.8</p> <p>22 PA Code 11.4, 11.8</p> <p>24 P.S. 1611</p>
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	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p>names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.</p> <p><u>Keystone Exams</u></p> <p>The District will follow current guidelines for graduation requirements as they pertain to Keystone Exams or any other state testing requirements, available on the Pennsylvania Department of Education website.</p> <p><u>Participation in Graduation Ceremonies</u></p> <p>To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.</p> <p>No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p>Students with unfulfilled financial obligations will not receive their diplomas, but may be allowed to participate in the ceremony.</p> <p><u>Student Transcripts</u></p> <p>PSSA scores will be included on student transcripts. Beginning with the class of 2017, the performance level for each Keystone Exam will be included.</p>	
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Section 3	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible for ensuring the following:develop procedures for implementing this policy which includes careful recording of each student's progress and accumulation of graduation requirements.</p> <ol style="list-style-type: none"> 1. Publication and distribution of graduation requirements to students and persons in parental relation. 2. Counseling of students regarding expectations of graduation requirements. 3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements. 4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements. 5. Provision of assistance to those students having difficulty attaining the academic standards. 6. Development of a list of individuals who qualify for the award of a diploma. 7. Planning and executing graduation ceremonies that appropriately recognize this important achievement. <p>The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 101 et seq. 121, 510.2, 1331.1, 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.24, 4.51, 4.52, 11.27, 11.4, 11.5, 11.8</p>	
		<p>22 PA Code 4.24 24 P.S. 510.2</p> <p>22 PA Code 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 212</p> <p>22 PA Code 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 212</p> <p>Pol. 212, 216</p> <p>24 P.S. 121 22 PA Code 4.24</p> <p>24 P.S. 121</p>

	<p style="text-align: center;">POLICY NO. 217 GRADUATION REQUIREMENTS</p> <p>Title 34 Education – 34 CFR 300.102, 300.305</p> <p>Board Policy – Pol. 102, 113, 127, 212, 216, 233, 251</p> <p>Revision History: April 21, 2020; March 19, 2019; March 26, 2015; June 26, 2014; April 18, 2013; February 17, 2011; March 18, 2010; May 10, 2006; March 18, 2004; June 28, 1999</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 25140

Section PUPILS

Title ~~HOMELESS STUDENTS~~
EXPERIENCING HOMELESSNESS,
FOSTER CARE, AND OTHER
EDUCATIONAL INSTABILITY

Adopted MARCH 15, 2016

Last Revised MARCH 21, 2017

	<p>POLICY NO. 25140</p> <p>HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>THIS POLICY SHALL SUPERSEDE POLICY 255.</p>	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.</p>	<p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311, 6312 42 U.S.C. 675, 11431 et seq</p>
Section 21	<p><u>Authority</u></p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to district students. The Board shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based</p>	<p>SC-1306 Title 22 Sec. 11.18 42 U.S.C. Sec. 11431 et seq.</p>

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>on the recommendation of the Superintendent and following the McKinney-Vento Act.</p> <p>The Board directs the District to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.</p> <p>The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.</p> <p>The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:</p> <ol style="list-style-type: none"> 1. Dress code. 2. Transportation. 3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes. 4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia. 5. Graduation. 	<p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq.</p> <p>22 PA Code 11.18 24 P.S. 1305, 1306, 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq.</p> <p>Pol. 221</p> <p>Pol. 810</p> <p>Pol. 113, 114, 115, 121, 122, 123</p> <p>Pol. 110, 121, 122, 123, 124, 217, 221, 223, 808</p> <p>Pol. 217</p>
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	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p>	
	<p>6. Registration deadlines.</p> <p>It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.</p>	
Section 32	<p><u>Definitions</u></p> <p>Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]</p> <ol style="list-style-type: none"> 1. Homelessness. 2. An adjudication of: <ol style="list-style-type: none"> a. Dependency relating to child protective services and juvenile matters; b. Delinquency, if disclosed by the student’s person in parental relation; or c. As part of court-ordered services under a voluntary placement or custody agreement. <p>A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.</p> <p>Enroll or Enrollment means attending classes and participating fully in school activities.</p> <p>Additional costs means the difference between what the District spends to transport a resident student to the student’s assigned school and the cost to transport a child in foster care to the child’s school of origin.</p>	<p>24 P.S. 1331.1 42 U.S.C. Sec. 11434a</p> <p>22 PA Code 11.18 24 P.S. 1306 42 U.S.C. 11431 et seq</p> <p>23 Pa. C.S.A. 6301 et seq 42 Pa C.S.A. 6301 et seq</p> <p>45 CFR 1355.20</p> <p>42 U.S.C. 11434a</p>

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Foster care means twenty-four (24) hour substitute care for children placed away from their person in parental relation and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.

45 CFR 1355.20

Homeless children and youths ~~students are defined as~~ means individuals who lack ~~ing~~ a fixed, regular and adequate nighttime residence, and includes ~~the following conditions:~~

42 U.S.C. 11434a

1. Children and youths who are:

- ~~1.a.~~ Sharing the housing of other persons due to loss of housing ~~or~~ economic hardship ~~or a similar reason;~~
- ~~2.b.~~ Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- ~~3.c.~~ Living in emergency, transitional or domestic violence shelters; ~~or~~
- ~~4.d.~~ Abandoned in hospitals;

~~5.2.~~ Children and youths who have a primary nighttime residence that is a ~~Living in~~ public or private places not designed for or ordinarily used as regular sleeping accommodations ~~s~~ for human beings;

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~~6.3.~~ Children and youths who are ~~living~~ in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

~~7.4.~~ ~~Living as M~~migratory children who qualify as homeless because they are living in circumstances described above; ~~in conditions described in previous examples. and~~

~~8. Runaway children (under the age of 18) and children who have been abandoned or forced out of the home by parents/guardians or other caretakers. The foregoing includes children in temporary shelters awaiting assistance from social service agencies, or who are living alone on the street or who move from place to place among family members, friends or acquaintances. This also includes youth from ages 18 to 21 who still qualify for regular or special education services under applicable law.~~

~~Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.~~

~~9.5.~~ School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is ~~defined as~~ the school in which the student experiencing educational instability ~~attended when permanently housed or the school in which the student~~ was last enrolled.

- The school of origin for a homeless child or youth - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.
- The school of origin for a child in foster care - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.

42 U.S.C. 11432

42 U.S.C. 675

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <ul style="list-style-type: none"> When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools. <p>Unaccompanied youth means a homeless child or youth not in the physical custody of a person in parental relation. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.</p>	42 U.S.C. 11434a
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Board designates the Superintendent or his/her designee to serve as the District's point of contact liaison for homeless students experiencing educational instability and families.</p> <p>The name and contact information of the District's point of contact shall be included in the student's education records and provided to the student's education decision maker.</p> <p>The District's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: The District's liaison shall coordinate with:</p> <ol style="list-style-type: none"> Local children and youth service agencies ies that provide services to homeless children and youth and families.to: <ol style="list-style-type: none"> Establish formal mechanisms to ensure that the District is promptly notified when a child enters foster care or changes foster care placements; Develop a protocol on how to make best interest determinations; and 	<p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. Sec. 11432</p> <p>24 P.S. 1331.1</p> <p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. Sec. 11432</p>

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~~1~~.c. Develop and coordinate transportation procedures.

2. Other local service agencies and entities that provide services to students experiencing education instability.
3. Other school districts on issues of prompt identification, ~~records~~ transfer of records, ~~and~~ transportation and other inter-district activities.
- ~~2~~.4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Education Act.
- ~~3~~.5. State and local housing agencies responsible for comprehensive housing affordability strategies.

~~The District's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.~~

The District's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior

Po1. 103.1, 113

24 P.S. 1331.1

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school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.

5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The District's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by persons in parental relation of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the persons in parental relation of homeless children and youths, and unaccompanied youths.

42 U.S.C. 11432

The District's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.

42 U.S.C. 11432

Training

The District's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students –

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>The District's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.</p> <p>The District's point of contact shall arrange professional development programs for school staff, including office staff.</p> <p>School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:</p> <ol style="list-style-type: none"> 1. Improve identification of homeless children and youths and unaccompanied youths; 2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and 3. Heighten the awareness of, and capacity to respond to, the educational needs of such children. 	<p>42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p>
Section 4	<p><u>Guidelines</u></p> <p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p>Students enrolled in this District experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.</p> <p>Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.</p> <p>Persons in parental relation and students have the authority to determine what information shall be shared with the District.</p>	<p>42 U.S.C. Sec. 11432</p> <p>24 P.S. 1331.1</p> <p>42 U.S.C. Sec. 11432</p>

	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>Information related to the student’s educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or person in parental relation.</p> <p><u>Enrollment/Placement</u></p> <p>Except when an unaccompanied youth or the person in parental relation of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student’s best interest to remain in the school of origin.</p> <p>To the extent feasible, and in accordance with the homeless child’s or youths student’s best interest, a homeless student the District shall continue to be enroll a homeless student in the students his/her school of origin within the District while the students s/he remains homeless and through or until the end of the academic year in which the student s/he obtains permanent housing.</p> <p>An unaccompanied youth or the persons in parental relation Parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the District regardless of the District school in the attendance area where the student is actually living or a school of origin in another district. other schools. If a student is unaccompanied by a parent/guardian, the District liaison will consider the views of the student in determining where s/he will be enrolled.</p> <p>The District's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.</p> <p><i>Best Interest Determination -</i></p>	<p>Pol. 113.4, 216 42 U.S.C. See: 11432 Pol. 200, 201, 203, 204, 209, 216</p> <p>20 U.S.C. 6311 42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p> <p>42 U.S.C. 11432</p>
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	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.</p> <p>In making a best interest determination, the District shall:</p> <ol style="list-style-type: none"> 1. In the case of a homeless child or unaccompanied youth, give priority to the request of the person in parental relation or unaccompanied youth. 2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement. <p>The cost of transportation shall not be used as a factor in the best interest determination.</p> <p>Documentation related to the best interest determination shall be maintained in the student's education record.</p> <p><i>Timeliness of Enrollment -</i></p> <p>When a school receives a student experiencing educational instability, the selected school shall immediately enroll the student and begin instruction, even if:</p> <ol style="list-style-type: none"> 1. The student is unable to produce records normally required for enrollment, pursuant to District policies. However, the District may require a parent/guardian to submit contact information. The District liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. 2. The application or enrollment deadline has passed. 	<p>20 U.S.C. 6311 42 U.S.C. 11432</p> <p>Pol. 113.4, 216</p> <p>24 P.S. 1331.1 20 U.S.C. 6311 42 U.S.C. 11431 et seq Pol. 113.4, 200, 201, 203, 204, 209, 216</p> <p>42 U.S.C. 11432 Pol. 200</p> <p>42 U.S.C. 11432 Pol. 200, 201</p>
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	<p style="text-align: center;">POLICY NO. 25140 HOMELESS STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>The District's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.</p> <p>The District may require a person in parental relation to submit contact information.</p> <p>Homeless families are not required to prove residency regarding school enrollment.</p> <p><i>Grade Level Assignment –</i></p> <p>If the District is unable to determine the student’s grade level due to missing or incomplete records, the District mayshall administer tests or utilize appropriate means to determine the student’s assignmentplacement within the school.</p> <p><u>School/Health Records</u></p> <p>The receiving school district may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed.</p> <p>The enrolling district’s liaison will assist the parent/guardian/student in obtaining necessary immunizations, medical screenings or medical records.</p> <p><u>Dispute Resolutions/Complaints</u></p> <p>If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.</p> <p><i>Dispute Resolution for Homeless Students -</i></p>	<p>42 U.S.C. 11432</p> <p>Pol. 206</p> <p>Pol. 906</p>
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If the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or person in parental relation, the District shall provide the unaccompanied youth or person in parental relation with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or person in parental relation and shall include information regarding the right to appeal.

42 U.S.C. 11432

If a dispute arises over eligibility, enrollment or school selection: [27] ~~or enrollment,~~

42 U.S.C. 11432

1. The person in parental relation or unaccompanied youth shall be referred to the District's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute, including all available appeals.
3. The District's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute. ~~The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.~~

A person in parental relation or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

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If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

24 P.S. 1305
Pol. 202

Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the school year in this District without payment of tuition.

~~If disputes or complaints of noncompliance arise regarding the education of homeless students, the following steps shall be taken:~~

- ~~1. The person filing the complaint shall first contact the school or District through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.~~
- ~~2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.~~
- ~~3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education as needed, by the State Homeless Coordinator.~~

~~PDE will deliver a response within fifteen (20) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.~~

Services

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~~Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.~~

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.

20 U.S.C. 1232g
Pol. 113.4, 216

The District may disclose personally identifiable information from the education records of a student without written consent of the person in parental relation or the eligible student if the disclosure is:

20 U.S.C. 1232g
Pol. 113.4, 216

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
- ~~1.~~2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws

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applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:

1. Transportation services.
2. School nutrition programs.
3. Career and technical education.
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.
 - b. Programs for English Learners.
 - c. Programs for students with disabilities.
 - d. Programs for gifted and talented students.

Transportation for Homeless Students -

The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside District boundaries or homeless students live in another district, but will attend their school of origin in this District, the school districts shall agree upon a method of apportion the responsibility and costs of the transportation.

24 P.S. 1306
 42 U.S.C. 11432
 Pol. 146

Pol. 810

Pol. 808

Pol. 115

Pol. 919

Pol. 140

Pol. 113

Pol. 114

24 P.S. 1306
 42 U.S.C. 11432
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Transportation for Students in Foster Care –

The District shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.

20 U.S.C. 6312
 Pol. 810

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the District shall collaborate with the local children and youth agency to develop a local transportation plan.

20 U.S.C. 6312

The transportation plan shall address the following:

20 U.S.C. 6312

1. The procedure the District and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;
 - c. The District and the local children and youth agency agree to share the costs; or
 - d. The District of origin, the District of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

42 U.S.C. 675

20 U.S.C. 6312

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The District shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The District shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The District's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.

24 P.S. 1331.1
 20 U.S.C. 6311,
 6312

24 P.S. 1331.1
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- c. Successful completion of a career and technical education course.
- d. Other evidence or method determined appropriate by the District.

- 2. If a specific course requirement cannot be waived, the District shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
- 3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the District determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the District may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:

- 1. All other graduation options have been exhausted.
- 2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

24 P.S. 121, 1331.1

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EDUCATIONAL INSTABILITY

The District's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.

24 P.S. 121, 1331.1

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.

Pol. 113, 217

Students with an IEP may elect to remain in school until age twenty-one (21) even if the District determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.

Pol. 217

~~Fiscal Responsibilities~~

~~Reporting and reimbursement will be done according to the McKinney-Vento Act.~~

Previously Revised: March 21, 2017

References:

School Code – 24 P.S. Sec. 121, 1305, 1306, 1331.1

State Board of Education Regulations – 22 PA Code Sec. 11.18, 403.1

~~No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq.~~
Improving Basic Programs Operated by Local Educational Agencies – 20 U.S.C. Sec. 6311, 6312

Education for Homeless Children (McKinney-Vento Act) – 42 U.S.C. Sec. 11431 et seq.

POLICY NO. 25140
~~HOMELESS~~ STUDENTS EXPERIENCING
HOMELESSNESS, FOSTER CARE AND OTHER
EDUCATIONAL INSTABILITY

Federal Payments for Foster Care, Prevention, and Permanency
– 42 U.S.C. Sec. 675

Child Protective Services – 23 Pa. C.S.A. Sec. 6301 et seq.

Juvenile Matters – 42 Pa. C.S.A. Sec. 6301 et seq.

The Administration on Children, Youth, and Families, Foster
Care Maintenance Payments, Adoption Assistance, and Child
and Family Services – 45 CFR Sec. 1355.20

Education for Homeless Children and Youths – 42 U.S.C. Sec.
11432, 11434a

Family Educational ~~Rights~~ and Privacy ~~Rights~~, Title 34, Code of
~~Federal Regulations~~ – 20 U.S.C. 1232g ~~34 CFR Part 99~~

~~Guidelines for Enrollment of Homeless Children—Federal
Register, 67 Fed. Reg. 10698~~

~~PA Education for Homeless Children and Youth State Plan~~

Board Policy – 103.1, 110, 113, 113.4, 114, 115, 121, 122, 123,
124, 140, 146, 200, 201, 202, 203, 204, 206, 209, 216, 217, 221,
223, 808, 810, 906, 919

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 918

Section COMMUNITY

Title BOOSTER/PARENT ORGANIZATIONS

Adopted MARCH 18, 2010

Last Revised _____

POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS		
Section 1	<p><u>Purpose</u></p> <p>The Board <u>recognizes the existence and</u> appreciates the efforts of <u>the various community based</u> boosters <u>and parent organizations at work in the school community</u>clubs and their contributions to the District. The Board further <u>recognizes</u>affirms that the purpose of such <u>groups</u>clubs <u>should be</u> is to assist and support, but not to direct or supplant, the existing student activityties or athletic programss. It is absolutely necessary that all School-dDistrict-sponsored activities remain at the <u>district</u>school level and under the control, direction and supervision of the Board <u>and</u>; <u>district</u> administration; teachers, sponsors and coaches.</p>	
Section 2	<p><u>Authority</u></p> <p><u>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to boosters/parent organizations ("Organization(s)").</u></p> <p>Any person(s) wishing to form a booster club must submit to the Superintendent a letter seeking recognition by the School District. Only those booster clubs which apply for recognition as stated will be considered for recognition. Upon recommendation of the Superintendent, the Board will vote on whether to recognize the booster club.</p>	

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>In recognizing a booster club, the District does not in any way assert responsibility for, or accept liability for any action or failure to act of the booster club. Rather, recognition by the Board grants the booster organization permission to operate in the name of a Keystone Oaks Booster Club and not in the name of the Keystone Oaks School District.</p> <p>The District's involvement with a booster club, when the club acts in its own name as a booster organization and not in the name of the Keystone Oaks School District is limited to:</p> <ol style="list-style-type: none">1. ensuring that the booster club's actions are not inconsistent with all rules associated with school-sponsored trips, competitions, social events and public performances, as set forth in applicable Board policy, and all provisions of this policy;2. ensuring that the booster club does not undertake any action in the name of the Keystone Oaks School District, but rather acts at all times in the name of the booster organization;3. approving the establishment of a booster club;4. rescinding approval of an established booster club which, either as a club or through an individual member(s), acts in a manner injurious to the best interests of the District or its students, and/or fails to act in a manner consistent with this policy and/or the best interests of the District or its students, as determined solely and exclusively by the Board of School Directors;5. conditioning approval, and/or continued functioning of a previously existing booster organization, upon the organization's demonstrated understanding that (1) students are not eligible for membership in any booster club, (2) it will comply with the fundraising and spending regulations and procedures set forth below, and (3) the District, and not the booster organization, is responsible for:<ol style="list-style-type: none">a. supervising activities and athletics;	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>b. posting, recruitment, interviewing, selecting, evaluating, monitoring and/or removing activities and athletic personnel; _____</p> <p>c. selecting, purchasing, maintaining and storing equipment;</p> <p>d. ensuring that activities and athletics adhere to District, league and state rules and regulations; _____</p> <p>e. hiring and supervising of officials; _____</p> <p>f. transporting participants (but not necessarily spectators) to and from events and functions at District facilities and/or at outside facilities; _____</p> <p>g. scheduling of activities and competitions; _____</p> <p>h. maintaining and administering the School District's Athletic Department and Activities fund monies; _____</p> <p>i. making all decisions concerning operations, maintenance and administration of school activities and athletics. _____</p> <p>6. ensuring that booster clubs or an individual member(s) must follow the chain of command indicated below: _____</p> <p>a. Step 1 Coach/Activity Sponsor _____</p> <p>b. Step 2 Athletic/Activities Director _____</p> <p>c. Step 3 Building Principal _____</p> <p>d. Step 4 Superintendent or his designee _____</p> <p>e. Step 5 Board of School Directors</p>	
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POLICY NO. 918
BOOSTER/PARENT ORGANIZATIONS

Section 3

Guidelines

Recognition

Organizations are formed and operated independently of any Keystone Oaks School District extra-curricular, co-curricular activities, or athletic teams. Organizations must apply for and secure recognition by the District before identifying or representing themselves as approved or endorsed affiliates, by submitting the information below and receiving Board approval. Failure to comply with any of the restrictions on affiliate group activities or in the event issues are identified that are not of a minor nature may cause the Board to revoke the District's recognition of said group as an affiliated group. Submissions under this policy for Organizations associated with athletic teams shall be submitted to the Superintendent or their designee. All other Organizations shall submit required materials to the principal of the building through which the activity is organized or their designee. The building principals and the Athletic and Activities Program Facilitator will collaborate with the Superintendent or their designee.

Organization

To facilitate proper organization and recordkeeping between the Organizations and the District:

1. The District encourages each Organization to adopt a set of by-laws.
2. Each Organization shall submit to the District information of at least one point of contact, including their phone numbers, addresses and email addresses, by July 31 of each school year. Should information need to be updated at any other time, the District requests that any changes be submitted to the appropriate administrator in a timely manner.
3. Each Organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. Any and all accounts shall be operated under the name of the specific Organization and its associated tax I.D./EIN

POLICY NO. 918
BOOSTER/PARENT ORGANIZATIONS

number. There shall be no Organization accounts opened or operated under a specific individual's name/social security number.

4. Organizations shall not be permitted to use the District's tax-exempt number for purchases.

5. Potential Expenses

a. Fully funded athletic or club activities may include additional costs (e.g., activity fees, individualized and non-reusable clothing or equipment) for students to participate in accordance with Policy 122: Extracurricular Activities and Policy 123: Interscholastic Activities and Policy 110: Instructional Supplies.

b. Partially funded athletic or club activities may include additional costs or volunteer obligations for students to participate. Itemized, required expenses and volunteer obligations shall be shared with participants at the time of registration (e.g., facility rental, uniforms, transportation, officials, etc.).

Insurances

The District, through its insurance broker, offers to each Organization using district facilities or sponsoring activities involving district students, a blanket general liability policy. The policy will cover each Organization for one (1) year (July 1 through June 30). Specific terms of coverage and exclusions from coverage are recited in the various policies themselves, which are available for inspection. Groups are free to secure such additional coverage as they deem appropriate.

Approved activities are those approved by the District either through a building use permit (see Policy 707: Use of School Facilities) or a Board approved trip where team or club arrangements are fees are paid for by the booster club. Any activity off campus that does not require approval by the Board is not an activity covered by this general liability policy.

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p><u>Exclusion From Liability</u></p> <p><u>Unless specifically covered under the Insurances section above, Organizations are independent entities, separate and apart from the Keystone Oaks School District, and the Board does not assume any financial responsibility for an Organization and excludes itself from any liability, financial or otherwise, an Organization may incur.</u></p> <p><u>Use of Facilities</u></p> <p><u>Organizations requesting use of facilities and/or services shall comply with the District’s policy on facility usage (See Policy #707: Use of School Facilities). No activity shall be permitted without such approval.</u></p> <p><u>Use of District Logo</u></p> <p><u>Organizations desiring to use the District’s logo(s) for promotional materials, clothing, sponsorships or any other purpose must comply with the District’s “Name, Logo and Mascot Image Usage Guidelines.”</u></p> <p><u>Concessions</u></p> <p><u>Organizations involved in concessions at school events shall follow district guidelines for use of such facilities and must complete a Concession Stand Article of Agreement with the District on an annual basis prior to operating any concession stands on district property.</u></p> <p><u>Fundraising</u></p> <p><u>Consistent with IRS regulations, the extent of student or member participation in fundraising activities of Organizations shall have no implications on the opportunities for students to participate in the activity or sport or on the receipt of awards or benefits distributed by the Organization.</u></p> <p><u>Fundraising activities that would take place during the school day shall be requested in writing to the building principal or the Athletic and Activities Program Facilitator on a district approved form no later than twenty (20) days prior to the event, which must be reviewed and approved at the building/athletic</u></p>	
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BOOSTER/PARENT ORGANIZATIONS

office level before any such fundraising may occur. Any fundraising activities that are to occur on school district property that would require a Small Games of Chance License obtained through the Allegheny County Department of Revenue (e.g. raffles, 50/50, games of chance, lotteries) must comply with Policy 707: Use of School Facilities. Small Games of Chance Licenses must be provided upon request. A license can be for the individual organization or through an umbrella organization.

No student instructional time shall be allowed for fundraising activities for any Organization. Any student fundraising shall comply with Policy 229: Student Fundraising.

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~~Each booster organization should have clear communications with its members as to the purpose of the organization and the desired voluntary commitment of the members.~~

~~The District will not be involved in fundraising activities of the booster club, except to require compliance with the following as a condition of the District's initial and continued recognition of the booster club:~~

- ~~1. Parents/guardians must be given the option to participate in the fundraiser, to pay in whole or in part (make up the difference) in lieu of, or in addition to, fundraising, or decline to participate in the fundraiser. Mandatory fundraisers are not permitted.~~
- ~~2. The Administration retains the right to prohibit the sale of any inappropriate or unsafe items, including any items that may require excessive clean-up procedures at athletic competitions or school events.~~
- ~~3. A booster club may charge a fee in lieu of fundraising. This is not to be considered in any way a required participation fee. Rather, the fee is to be assessed on a per student basis to cover activity or trip costs, including travel and/or lodging.~~
- ~~4. The failure of a student or parent/guardian to participate in fundraisers, or to pay a fee in lieu of fundraisers, shall~~

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~~have no effect on the treatment of the student by the booster club in regard to receipt of awards or other benefits distributed by the booster club. However, students who fail to raise necessary funds for, or otherwise pay for, a trip or event requiring a fee, shall not be able to participate in that particular trip or event.~~

~~5. The booster club must send a letter home to parents/guardians at the start of every activity/athletic season, whichever comes first, informing parents/guardians of the following:~~

- ~~a. The meeting dates, times and locations of all booster club meetings known at the time that the letter is sent. Thereafter, the booster club must continue to communicate with parents/guardians on a regular basis as to meeting dates, times and locations.~~
- ~~b. Parents/guardians must be advised in said letter that they have the option of: participating in fundraisers, or paying the cost of any activity/event for which fundraiser is held in lieu of doing the fundraising, or making up the difference between the cost of the activity and the funds not raised through fundraising; or any per student fee that is to be charged in lieu of fundraising and the amount of that fee.~~
- ~~c. Although booster club fundraisers do not require District approval, booster clubs are encouraged to report to the building principal, within a reasonable time after commencing the fundraiser, the type of fundraiser being held, the duration and the purpose.~~

Expenditures for Equipment, Supplies, Etc. Purchases by Booster Club

Organizations are not permitted to donate funds, equipment, materials or supplies equal to or greater than \$1,000 without approval of the District in accordance with Policy 702: Gifts,

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BOOSTER/PARENT ORGANIZATIONS

Grants and Donations. This prohibition applies specifically to any donations of uniform clothing, installation of equipment or improvements to real estate.

Any purchased/donated supplies or equipment by any Organization to the District becomes the property of the District in accordance with Policy 702: Gifts, Grants and Donations. Any expenditure of funds by an Organization which would create a future obligation to the District, a possible liability, or a maintenance plan to the District must be pre-approved by the Board.

~~Booster groups~~ Organizations shall not be permitted to use the District tax-exempt number for purchases, nor shall Organizations ~~booster clubs~~ be permitted to use District funds for any such purchases.

Improvements to the District Buildings and Grounds

Any proposed modifications ~~Proposals for~~ or improvements to the District's buildings and grounds by an Organization ~~to be made by a booster organization~~ must be submitted to the building principal, the Assistant to the Superintendent for Operations ~~Director of Finance and Human Resources and the District the~~ Superintendent or their designee ~~and be approved by the Board of School Directors.~~ Board approval may be required based upon the nature and scope of the proposed modification or improvement. The Board reserves unto itself the right to attach such conditions to its approval of such proposals as may be necessary to ensure compliance with applicable law and to protect and maintain the District's properties and its resources.

No work shall commence without written approval of the Superintendent or their designee.

Organizations conducting preliminary evaluations or studies in connection with substantial programs or projects are cautioned that no interim cooperation or participation in exploratory discussions obligates the District to proceed until a formal proposal is presented to and approved by the Board, and the District has no financial obligations except such as are formally acknowledged and approved by the Board.

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BOOSTER/PARENT ORGANIZATIONS**

~~Banners and Signs~~

~~All booster club banners and signs must be pre-approved by the Superintendent or his designee before they are ordered and displayed on school grounds.~~

Recognition Functions ~~(Banquets)~~

The District requests that any organizations planning a recognition event clear the proposed date for the event with the building principal and/or the Athletic and Activities Facilitator prior to scheduling to limit potential conflicts with other previously scheduled school/organization events.

~~Each booster club may sponsor banquets or other recognition events to which student participants and their families may be invited.~~

~~Recognition events/banquets must receive prior approval of the building principal.~~

~~A booster club planning a recognition event for District students shall provide a description of the event, including date, time, place and overview of activities to the building principal. The building principal may advise the booster group if any other booster club has scheduled a banquet/recognition event for that date.~~

~~However, it shall be the responsibility of the respective booster organizations and not the building principal or any other District personnel to rectify any conflicts among booster organizations for available dates, times and places associated with such events.~~

When banquet facilities are used off of school grounds, the following guidelines will apply:

~~1. The facility will be recognized as a school zone.~~

~~2.~~ 1. The event ~~banquet~~ will be recognized as a school function. All school rules will apply and be enforced.

~~3. All school rules will apply and be enforced.~~

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>4.2. No alcoholic beverages or <u>controlled substances</u>tobacco products will be permitted <u>at the event</u>in the banquet area. <u>This prohibition includes all those in attendance.</u></p> <p>5.3. An announcement must be made at the beginning of each <u>event</u>banquet summarizing the foregoing.</p> <p><u>District Vending Agreement</u></p> <p>Any items sold on District property or at any school-sponsored event must be in compliance with any and all District contracts with outside vendors. However, any pre-existing contracts between any booster club and any individual or company for exclusive distribution of vended goods shall remain in full force and effect. The booster club must secure permission from the Director of Fiscal Services to bring on to, consume, and/or sell on District property any refreshments, in accordance with the District's Facilities Use Policy, No. 707.</p> <p><u>Programs</u></p> <p>Prior to publication of any program for any student event, the draft program in its entirety must be approved by the Superintendent or his/her designee. Advertisements for alcoholic beverages, tobacco products and any other material considered inappropriate by the Superintendent or his/her designee shall not be permitted to be published in the program.</p> <p><u>Compliance</u></p> <p><u>Should any situation emerge between an Organization and the administration regarding the management of any school-related activity, the Superintendent or their designee shall resolve the matter within these established guidelines and/or Board policy. If the matter is escalated to the Board level, the Board's decision shall be final in resolving such matters. No Organization shall engage in any activity outside these guidelines.</u></p>	
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