



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

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION  
TUESDAY, JUNE 14, 2022  
7:00 PM**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, JUNE 21, 2022  
7:00 PM**

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

**Tuesday, June 14, 2022 – Work Session**

**7:00 PM Meeting**

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

**Tuesday, June 21, 2022 – Business/Legislative**

**7:00 PM Meeting**

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

# BOARD PRESIDENT'S REPORT

**JUNE 21, 2022**

**Mrs. Theresa Lydon**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of May 10, 2022 and the Business/Legislative Minutes of May 17, 2022.

### **II. AUTHORIZATION TO HIRE NECESSARY STAFF**

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2022/2023 school year subject to retroactive approval by the Board.

### **III. APPOINTMENT OF VOTING DELEGATE FOR THE PSBA DELEGATE ASSEMBLY MEETING**

It is recommended that the Board appoint **Mrs. Theresa Lydon** as the voting delegate to participate in the PSBA Delegate Assembly to be held virtually on Saturday, November 5, 2022.

### **IV. SUPERINTENDENT'S CONTRACT**

It is recommended that the Board approve the renewed contract for **William P. Stropkaj, Ed.D.**, Superintendent, effective July 1, 2022 through June 30, 2027.

### **V. SUPERINTENDENT'S COMPENSATION 2022/2023**

In compliance with the Superintendent's Contract, it is recommended that the board approve the 2022/2023 salary of \$\_\_\_\_\_ for **William P. Stropkaj, Ed.D.**, effective July 1, 2022.

### **VI. ADMINISTRATIVE EMPLOYEE COMPENSATION AND PERFORMANCE PLAN (ACT 93)**

It is recommended that the Board approve the Administrative Employee Compensation and Performance Plan (ACT 93), effective July 1, 2022 through June 30, 2027.

### **VII. EMERGENCY INSTRUCTIONAL PLAN FOR THE 2022/2023 SCHOOL YEAR**

The Administration recommends the approval of the Emergency Instructional Time Plan for the 2022-2023 School Year. This Plan is in compliance with Section 520.1 of the Pennsylvania School Code allowing the Keystone Oaks School District to have flexibility in meeting the minimum instructional time requirements for the 2022-2023 school year in the event that an emergency prevents the District from providing for the attendance of all students or usual hours of classes in the District.

For Information Only

This motion will allow the District to implement temporary provisions in response to the COVID19 global pandemic. The District must meet the minimum requirements of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in the Pennsylvania Department of Education's July 6, 2020, guidance.

**VIII. DISCUSSION OF CURRENT HEALTH AND SAFETY PLAN**

**FOR INFORMATION ONLY**

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

# SUPERINTENDENT'S REPORT

JUNE 21, 2022

Dr. William P. Stropkaj

## **BOARD ACTION REQUESTED**

### **I. REMOVAL OF POLICY**

It is recommended that the Board approve the removal of Policy 218.1: *Admission of Students Disciplined by other School Entities*.

### **II. SECOND READING POLICY 236.1: THREAT ASSESSMENT**

It is recommended that the Board approve the SECOND READING of Policy 236.1: *Threat Assessment*.

### **III. SECOND READING 236.1-AR-1: INTAKE FORM**

It is recommended that the Board approve the SECOND READING of 236.1-AR-1: *Intake Form*.

### **IV. SECOND READING POLICY 247: HAZING**

It is recommended that the Board approve the SECOND READING of Policy 247: *Hazing*.

### **V. SECOND READING POLICY 256: BULLYING/CYBERBULLYING**

It is recommended that the Board approve the SECOND READING of Policy 256: *Bullying/Cyberbullying*.

### **VI. FIRST AND SECOND READING POLICY 200: ENROLLMENT IN DISTRICT**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 200: *Enrollment in District*.

### **VII. FIRST AND SECOND READING POLICY 202: ELIGIBILITY OF NONRESIDENT STUDENTS**

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

### **VIII. FIRST AND SECOND READING POLICY 218: STUDENT DISCIPLINE**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 218: *Student Discipline*.

**IX. FIRST AND SECOND READING POLICY 218.1: WEAPONS**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 218.1: *Weapons*.

For Information Only

Policy 218.1: *Weapons* was previously Policy 250: *Weapons*.

**X. FIRST AND SECOND READING POLICY 218.2: TERRORISTIC THREATS**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 218.2: *Terroristic Threats*.

For Information Only

Policy 218.2: *Terroristic Threats* was previously policy 251: *Terroristic Threats/Act*.

**XI. FIRST AND SECOND READING POLICY 221: DRESS AND GROOMING**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 221: *Dress and Grooming*.

**XII. FIRST AND SECOND READING POLICY 239: INTERNATIONAL EXCHANGE STUDENTS**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 239: *International Exchange Students*.

**XIII. FIRST AND SECOND READING POLICY 816: ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 816: *Acceptable Use of Internet, Computers and Network Resources*.

**XIV. FIRST AND SECOND READING POLICY 832: EDUCATIONAL EQUITY**

It is recommended that the Board approve the FIRST and SECOND READING of Policy 832: *Educational Equity*.

**XV. 2022/2023 CODES OF CONDUCT FOR STUDENTS**

The Administration recommends that the Board approve the 2022/2023 Codes of Conduct for the Elementary Schools, Middle School, and High School.

For Information Only

The Codes of Conduct are guidelines for student rights and responsibilities as addressed in Board Policy No. 235: *Students Rights and Responsibilities*.

**XVI. COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS - CONTRACT**

It is recommended that the Board approve the renewed contract for **Sarah Welch**, Coordinator of Communications and Public Relations, effective July 1, 2022 through June 30, 2027. Mrs. Welch’s salary for the 2022/2023 school year will be \_\_\_\_\_.

**XVII. TECHNOLOGY INTEGRATION SPECIALIST – CONTRACT**

It is recommended that the Board approve the renewed contract for **Carol Persin**, Technology Integration Specialist, effective July 1, 2022 through June 30, 2027. Mrs. Persin’s salary for the 2022/2023 school year will be \_\_\_\_\_.

**XVIII. SCHOOL SECURITY GUARD – CONTRACT**

It is recommended that the Board approve the renewed contract for **Beth Ann Padden**, School Security Guard, for a term effective July 1, 2022 through June 30, 2027. Ms. Padden’s salary for the 2022/2023 school year will be \$ \_\_\_\_\_.

**XIX. PIMS COORDINATOR / CHILD ACCOUNTING CLERK – CONTRACT**

It is recommended that the Board approve the renewed contract for **Rebecca Kaminsky**, PIMS Coordinator / Child Accounting Clerk, for a term effective July 1, 2022 through June 30, 2023. Mrs. Kaminsky’s salary for the 2022/2023 school year will be \$ \_\_\_\_\_ per hour, not to exceed 1,200 hours

**XX. COMPENSATIONS 2022/2023**

**1. ACT 93 Compensation 2022/2023**

In compliance with the *Act 93 Administrative Employee Compensation Plan* July 1, 2022 – June 30 2027, it is recommended that the Board approve the Administrators’ salaries for the 2022/2023 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
<b>Desiree Burns</b>	Director of Special Education	
<b>Stephanie Hull</b>	Assistant Principal, Keystone Oaks High School	
<b>Jeffrey Kattan, Ed.D.</b>	Principal, Keystone Oaks Middle School	
<b>Kevin Lloyd</b>	Director of Food Service	
<b>Michael Linnert</b>	Principal, Keystone Oaks High School	
<b>Suzanne Lochie</b>	Director of Pupil Services	
<b>Scott Mizikar</b>	Principal, Myrtle Avenue Elementary School	
<b>Aaron Smith</b>	Director of Technology	
<b>Dave Thomas</b>	Principal, Fred L. Aiken Elementary School	
<b>Shannon Varley, Ed.D.</b>	Director of Curriculum, Instruction, Assessment, and Staff Development	
<b>Brian Werner</b>	Principal, Dormont Elementary School	

**2. Business Office Accountant Compensation 2022/2023**

In compliance with the contract for the Business Office Accountant, it is recommended that the Board approve a salary of \_\_\_\_\_, for **Mr. Tyler Jacobs**, for the 2022/2023 school year effective July 1, 2022.

**3. Confidential Administrative Assistants' Compensation 2022/2023**

In compliance with the *Confidential Employee Compensation Plan*, it is recommended that the Board approve the following compensations for the 2022/2023 school year effective July 1, 2022:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
<b>Maureen Myers</b>	Confidential Administrative Assistant	
<b>Karen Wong</b>	Confidential Administrative Assistant	

**4. Custodial Supervisors Compensation 2022/2023**

In compliance with each of the following Custodial Supervisors' individual contracts, it is recommended that the Board approve the following compensations for the 2022/2023 school year effective July 1, 2022:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
<b>Jesse Jeznis</b>	First Shift Supervisor	
<b>Jack Priore</b>	Custodial Supervisor	

**5. Information Technology Compensation 2022/2023**

In compliance with each of the following individual contracts, it is recommended that the Board approve the following compensations for the 2022/2023 school year effective July 1, 2022:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
<b>Benjamin Getkin</b>	Computer Support Specialist	
<b>Donna O'Toole</b>	Technology Integration Specialist	
<b>Justin Talbert</b>	Systems Administrator	

**XXI. PROFESSIONAL DEVELOPMENT**

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

<b>Michelle McSwigan</b>	2022 Conceptual Physics Summer Institute	\$935.00
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Virtual  
July 16 – 17, 2022

# EDUCATION REPORT

JUNE 21, 2022

Mrs. Tamara Donahue, Chairperson

## BOARD ACTION REQUESTED

### I. ADOPTION OF TEXTBOOKS FOR THE 2022/2023 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbook:

<u>Textbook</u>	<u>Publisher</u>	<u>Cost</u>
<i>From Phonics to Reading,</i> Level K	Sadlier School	\$3,356.80 (160 copies @ \$20.98/each)
<i>From Phonics to Reading,</i> Level A	Sadlier School	\$3,461.70 (160 copies @ \$20.98/each)
<i>From Phonics to Reading,</i> Level B	Sadlier School	\$3,419.74 (163 copies @ \$20.98/each)
<i>From Phonics to Reading,</i> Level C	Sadlier School	\$839.20 (40 copies @ \$20.98/each)
<i>Big Ideas Math, 6</i>	Cengage	\$14,715.00 (135 copies @ \$109.00/each)
<i>Big Ideas Math, 7</i>	Cengage	\$14,715.00 (135 copies @ \$109.00/each)
<i>Big Ideas Math, 8</i>	Cengage	\$15,151.00 (135 copies @ \$109.00/each)
<i>Big Ideas, Advanced Math 6</i>	Cengage	\$4,860.00 (45 copies @ \$108.00/each)
<i>Big Ideas, Advanced Math 7</i>	Cengage	\$4,860.00 (45 copies @ \$108.00/each)

### For Information Only

*From Phonics to Reading* text includes digital license.

*Big Ideas Math* and *Advanced Math* are the 2022 editions, replacing the 2014 edition. Each text includes subscription and a six year digital license.

Textbooks will be paid for through ARP-ESSER funds.

## **II. WATERFRONT LEARNING**

It is recommended that that Board approve the Allegheny Intermediate Unit Services Agreement 2022-2023 Addendum: Waterfront Learning Services and Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District.

### For Information Only

Waterfront Learning offers flexible virtual education program options for students within the District.

The Elementary cost for Waterfront Learning is \$485.00/year per student plus Professional Development.

The Secondary cost for Waterfront Learning is \$18,150.00 plus Professional Development.

The cost is the same as the 2021/2022 school year.

# **PUPIL PERSONNEL REPORT**

**JUNE 21, 2022**

**Dr. William P. Stropkaj**

## **I. REAL WORLD SCHOLARS EDUCATION PARTNER AGREEMENT**

It is recommended that the Board approve Education Partner Agreement with Real World Scholars for student-run, classroom-based businesses in the Technology Education courses.

# PERSONNEL REPORT

JUNE 21, 2022

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

## BOARD ACTION REQUESTED

### I. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
John Lyon	Director of Buildings, Grounds, & Transportation	June 30, 2022.

### II. RETIREMENT

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Patricia Joseph	Food Service Worker	June 9, 2022	6

### III. APPOINTMENTS

#### 1. Custodian

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

**Joe Thomas**  
Custodian  
Salary – \$30,342.77  
Effective – July 1, 2022

#### 2. Substitute Custodian

It is recommended that the Board approve the hiring of the following Substitute Custodian at a rate of \$11.50/hour:

<u>Name</u>	<u>Effective Date</u>
Monique Nowacki	June 13, 2022

### 3. Approval of Activity Stipends

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
<b>Cheerleading (Varsity)</b>	Head Coach	<b>Sharon Bean</b>	\$6,500.00
<b>Cheerleading (JV)</b>	Head Coach	<b>Bre Pierce</b>	\$1,625.00
	Head Coach	<b>Lexi Fabbio</b>	\$1,625.00
<b>Cheerleading (MS)</b>	Head Coach	<b>Stacy Van Goor</b>	\$3,000.00
<b>Cross Country (HS)</b>	Head Coach	<b>Lauryn Greggs</b>	\$5,000.00
	Assistant	<b>Melissa Benincasa</b>	\$2,500.00
	Volunteer	<b>Carly Devine</b>	
<b>Cross Country (MS)</b>	Head Coach	<b>Judith Fritz</b>	\$3,000.00
<b>Football (Varsity)</b>	Head Coach	<b>Steve McCormick</b>	\$8,000.00
	Assistant	<b>Jim Feeney</b>	\$6,000.00
	Assistant	<b>Donnie Burns</b>	\$5,200.00
	Assistant	<b>Russ Klein</b>	\$5,200.00
	Assistant	<b>Joe Kazalas</b>	\$4,800.00
	Assistant	<b>Mike Oroz</b>	\$4,800.00
<b>Football (MS)</b>	Head Coach	<b>OPEN</b>	\$5,000.00
	Assistant	<b>Paul Jankowski</b>	\$3,000.00
	Volunteer	<b>Conor Hinchey</b>	
<b>Golf</b>	Head Coach	<b>Dennis Sarchet</b>	\$5,000.00
	Assistant	<b>Craig Wetzel</b>	\$2,500.00
<b>Soccer (Boys Varsity)</b>	Head Coach	<b>John McCarthy</b>	\$6,500.00
	Assistant	<b>Eric Michalski</b>	\$3,250.00
	Assistant	<b>John Paul Nicola</b>	\$3,250.00
<b>Soccer (Boys MS)</b>	Head Coach	<b>Keith Buckley</b>	\$3,000.00
	Assistant	<b>Pat Simmons</b>	\$2,000.00
	Assistant	<b>OPEN</b>	\$2,500.00
<b>Soccer (Girls Varsity)</b>	Head Coach	<b>Roman Nardozi</b>	\$6,500.00
	Assistant	<b>Bryan Taylor</b>	\$3,250.00
	Assistant	<b>Hayley Frederick</b>	\$3,250.00

<b>Soccer (Girls MS)</b>	Head Coach	<b>Ed Scott</b>	\$3,000.00
	Assistant	<b>Nathan Taylor</b>	\$2,000.00
	Assistant	<b>Matt Paradise</b>	\$2,500.00
	Volunteer	<b>Erin Angelini</b>	
<b>Swimming (MS)</b>	Head Coach	<b>Jeff DiGiacomo</b>	\$3,000.00
<b>Tennis</b>	Head Coach	<b>Leslie Leopold</b>	\$5,000.00
	Assistant	<b>OPEN</b>	\$2,500.00
<b>Volleyball (Girls)</b>	Head Coach	<b>Michael O’Leary</b>	\$6,500.00
	Assistant	<b>Nicole Detorakis</b>	\$3,250.00

**4. Support Positions and Compensation**

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>Position</u>	<u>Name</u>	<u>Stipend</u>
Aquatics Facilitator	<b>Amy Torcaso</b>	\$3,050.00
Athletic & Activities Programs Facilitator	<b>Mark Elphinstone</b>	\$13,000.00
Events Facilitator	<b>John McCarthy</b>	\$4,700.00
Weight Room Facilitator	<b>Nicholas Kamberis</b>	\$3,050.00

**IV. DEPARTMENT LEADERS ADDITIONAL COMPENSATION 2021/2022 SCHOOL YEAR**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be approved as receiving an additional compensation for the 2021/2022 school year:

<u>Grade Level/Department Leader</u>	<u>Name</u>	<u>Compensation</u>
Social Studies/Secondary ESL 6 – 12	<b>Mark Kopper</b>	\$750.00
Wellness (Physical Education and Family Consumer Science) K - 12	<b>Steve McCormick</b>	\$750.00
Humanities (Art and Music) K -12	<b>Rob Naser</b>	\$750.00

**V. MENTOR TEACHERS**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following mentor teachers be approved and receive payment for the 2021/2022 school year:

**Year 1 Mentors**

Kevin Prince	\$725.00
Edward Hanna	\$725.00
Sarah Fontanesi	\$725.00
Lisa Forlini	\$725.00
Allyson Hepler	\$1,450.00
Beth Salimbene	\$725.00
Lisa McMahon	\$725.00
Jocelyn Hiber	\$725.00
Ryan Warner	\$725.00
Kim Gray	\$725.00
JiL Graham	\$725.00
Melissa Purkiss	\$725.00
Heather Hardy	\$725.00

**Year 2 Mentors**

Andrew Bell	\$725.00
Beth Salimbene	\$725.00
Mark Elphinstone	\$362.50
Michael Orsi	\$362.50
Carrie Quinn	\$725.00
Nikki Kochanski	\$725.00
Melissa Purkiss	\$725.00

**Year 3 Mentors**

Aaron Colf	\$725.00
Kim Gray	\$725.00

**VI. POST SEASON COACHING STIPEND**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$100.00 per week:

**Boys Volleyball**

Jordan Zange	\$100
Pat Morrow	\$100

**Girls Softball**

Mark Kaminski	\$100
Melissa Benincasa	\$100



**Baseball**

Eric Fairman	\$100
Nick Riggle	\$100
Jordan Campano	\$100

**Track and Field**

Felix Yerace	\$200
Donnie Burns	\$100
Erica Regan	\$100
Lauryn Greggs	\$200

**VII. TEACHER LOAD COMPENSATION – SECOND SEMESTER**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be compensated for the second semester of the 2021/2022 school year:

**1. Elementary Teacher Stipends for Class Size of 24 or Above**

William Opperman	\$1,000.00
Melissa Purkiss	\$1,000.00
Kristie Rosgone	\$3,000.00
Michael Shuck	\$2,000.00

**2. Secondary Teacher Stipends for Teacher 7 out of 8 Periods**

Linda Celli	\$1,000.00
Kevin Gallagher	\$1,000.00
Matthew Paradise	\$1,000.00

**3. Secondary Teacher Stipends for Class Size at 30 or Above**

Kenneth Hustava	\$527.52
John Murphy	\$1,000.00

**VIII. FAMILY AND MEDICAL LEAVE**

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

Employee #4178 – September 9, 2022 through December 7, 2022

**IX. UNPAID LEAVE**

It is recommended that the Board approve the following employee for unpaid leave:

Employee #4178 – December 8, 2022 through December 23, 2022.

# FINANCE REPORT

JUNE 21, 2022

Mrs. Theresa Lydon, Chairperson

## BOARD ACTION REQUESTED

### I. APPROVAL OF THE 2022/2023 FINAL BUDGET

The Administration recommends the adoption of the 2022/2023 Final Budget in accordance with Section 68 of the School Code of Pennsylvania.

#### For Information Only

The 2022/2023 Final Budget is estimated at Expenditures of \$\_\_\_\_\_. The expected Revenues will be \$\_\_\_\_\_ with the levying of \_\_\_\_\_ mills. This reflects a \_\_\_\_\_ increase from the 2021/2022 school year.

### II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MAY 31, 2022

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

A. General Fund as of May 31, 2022 (Check No. 66961-67143)	\$759,895.56
B. Food Service Fund as of May 31, 2022 (Check No. 9644-9651)	\$51,000.09
C. Athletics as of May 31, 2022 (Check No. 3354-3357)	\$1,556.86
D. Capital Reserve as of May 31, 2022 (None)	\$0.00
<b>TOTAL</b>	<b>\$812,452.51</b>

### III. INVESTMENTS

It is recommended that in accordance with *Board Policy 005 - Organization*, the Board approve the following as authorized depositories for the purpose of investing School District funds:

- First National Bank
- Bank of New York – Mellon
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer's Department)

#### IV. BANKING

It is recommended that in accordance with **Board Policy No. 005 – Organization**, the Board approve the following as designation depositories:

**First National Bank**                      Activities and Athletic Funds  
    Capital Expenditure Fund  
    Compensated Absences Fund  
    Food Service General Fund  
    OPEB Fund  
    Payroll  
    *Others as approved by the School Board.*

#### V. DISTRICT INSURANCE POLICIES 2022/2023

It is recommended that the Board approve the District’s insurance policies as listed:

• Utica (Commercial Property & Equipment)	\$68,848.00
• Utica (Commercial General Liability)	\$28,347.00
• Utica (Commercial Crime & Educators Legal Liability)	\$5,767.00
• Utica (Commercial Automobile)	\$6,735.00
• Utica (Excess Liability)	\$16,051.00
• UPMC (Workers’ Compensation)	\$70,555.00
<b>TOTAL</b>	<b>\$196,303.00</b>

#### For Information Only

This cost represents a decrease of \$65,816 or 25.11% from the 2021/2022 insurance costs.

#### VI. CURRENT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5.00/per working individual); earned income tax (0.5%); and real estate transfer tax (0.5%) for the 2022/2023 school year.

**FOR INFORMATION ONLY**

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

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2021-2022 BUDGET TOTAL</b>	<b>2021-2022 11 MONTH MAY/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 31,108,214	\$ 31,593,534	\$ 485,320
7000	State Revenue Sources	\$ 11,886,363	\$ 8,324,709	\$ (3,561,654)
8000	Federal Revenue Sources	\$ 691,742	\$ 1,874,841	\$ 1,183,099
<b>Total Revenue</b>		<b>\$ 43,686,319</b>	<b>\$ 41,793,084</b>	<b>\$ (1,893,235)</b>

				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,908,098	\$ 13,779,570	\$ 4,128,528
200	Benefits	\$ 11,215,351	\$ 8,495,124	\$ 2,720,227
300	Professional/Technical Services	\$ 1,805,796	\$ 1,755,673	\$ 50,123
400	Property Services	\$ 1,117,100	\$ 1,045,577	\$ 71,523
500	Other Services	\$ 5,855,294	\$ 4,380,021	\$ 1,475,273
600	Supplies/Books	\$ 1,469,483	\$ 1,149,309	\$ 320,174
700	Equipment/Property	\$ 420,929	\$ 458,559	\$ (37,630)
800	Other Objects	\$ 347,620	\$ 386,964	\$ (39,344)
900	Other Financial Uses	\$ 3,958,000	\$ 3,944,350	\$ 13,650
<b>Total Expenditures</b>		<b>\$ 44,097,671</b>	<b>\$ 35,395,147</b>	<b>\$ 8,702,524</b>

<b>Revenues exceeding Expenditures</b>	<b>\$ (411,352)</b>	<b>\$ 6,397,937</b>	<b>\$ 6,809,289</b>
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**Other Financing  
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2022**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 05/01/2022	\$ 124,689.26	\$ 12,139.20
Deposits	\$ 4,257.14	\$ 1,648.37
Subtotal	\$ 128,946.40	\$ 13,787.57
Expenditures	\$ 72.33	\$ 1,229.00
Cash Balance - 05/31/2022	\$ 128,874.07	\$ 12,558.57

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF MAY 31, 2022**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 2,129,859
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 12,559
PLGIT	\$ 7,613,681
FNB MONEY MARKET	\$ 834,542
PSDLAF	\$ 162,373
INVEST PROGRAM	\$ 181,793
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,990,991
COMPENSATED ABSENCES	\$ 431,503
	<u><u>\$ 13,362,830</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 54,919
PLGIT	\$ 892,410
	<u><u>\$ 947,329</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 41,399
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 42,200</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 14,352,359</u></u>

# ACTIVITIES & ATHLETICS REPORT

JUNE 21, 2022

Mr. Thomas LaPorte, Chairperson

## BOARD ACTION REQUESTED

### I. ATHLETIC BIDS – WINTER AND SPRING

It is recommended that the Board approve the **Winter and Spring Bids** for the 2022/2023 school year in the amount of **\$36,155.95** to the following companies:

**Century Sports Inc.** \$35,997.73

**MF Athletics LLC** \$124.00

**Pyramid School Products** \$62.96

### II. COMPETITIVE EVENT

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

#### **Track and Field – PIAA Track Championship (Level III)**

Shippensburg University

May 26 – May 28, 2022

Number of Students – 1

Activity Sponsor – Felix Yerace

District Funds Requested for Student - \$500.00

District Funds Requested for Sponsor - \$550.00

Total District Funds Requested - \$1,050.00

### III. EXTRA ATHLETIC WORKER POSITIONS FOR THE 2022/2023 SCHOOL YEAR

It is recommended that the Board approve the following extra athletic worker positions and stipends for the 2022/2023 school year:

<u>Activity</u>	<u>Title</u>	<u>Amount per Game</u>
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**V – Varsity; JV- Junior Varsity; MS - Middle School**

<b>Baseball/Softball</b>	Game Manager (V)	\$65
	Book/Pitch Counter (V)	\$50
	Streaming (V, JV & MS)	\$50
<b>Boys/Girls Soccer</b>	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60

	Streaming (V, JV & MS)	\$50
	Ticket Takers (V, JV)	\$38
<b>Boys/Girls Volleyball</b>	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Crowd Control (V, JV)	\$50
	Scoreboard (Girls V, JV)	\$60
	Scoreboard (Girls MS)	\$50
	Streaming (V, JV & MS)	\$50
<b>Boys/Girls Basketball</b>	Book (V, JV)	\$50
	Scoreboard (V, JV)	\$65
	Scoreboard (MS)	\$50
	Clock (V, JV)	\$65
	Clock (MS)	\$50
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$38
	Announcer (V, JV)	\$50
	Streaming (V, JV & MS)	\$50
<b>Football</b>	Sticks (V)	\$50
	Clock (V, JV)	\$60
	Announcer (V)	\$50
	Scoreboard (V, JV, MS)	\$60
	Stats (V)	\$50
	Video (V)	\$30
	Parking/Security (V)	\$50
	Ticket Takers (V)	\$38
	25 Second Clock (V)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Streaming (V, JV & MS)	\$50
<b>Swimming</b>	Game Manager (V)	\$65
	Game Manager (MS)	\$50
	Ticket Taker (V)	\$38
	Streaming (V, JV & MS)	\$50
<b>Wrestling</b>	Scoreboard (V)	\$60
	Ticket Taker (V, JV)	\$38
	Game Manager (V, JV)	\$65
	Crowd Control (V, MS)	\$50
	Streaming (V, JV & MS)	\$50



<b>Track</b>	Timer	\$35
	Timer (FAT System)	\$60
	Streaming (V, JV & MS)	\$50

For Information Only

The Amount Per Game is the same as the 2021/2022 school year.

**IV. EXTRA ACTIVITY WORKERS – 2022/2023 SCHOOL YEAR**

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

Roiann Backstrom	Rick Keebler
Andy Bell	Josh Kirchner
Hope Harris	Bill Ketrow
Gary Goga	Nancy Kramer
Keith Buckley	Lauryn Greggs
Jordan Zange	Beth Padden
Patty Costatini	Jenna Ross
Jeremy Diven	John McCarthy
Kelly Connolly	Steve McCormick
Mike Orosz	TJ O’Farrel
Paul Elphinstone	Michael Hustava
Diane Ferguson	Bruce Hrivnak
Jennifer Freese	Sam Simon
Judy Fritz	Bill Simon
Pat Reilly	Donda Snell
Sue Grand	Amy Torcaso
Erin Feeney	Ken Hustava
Bill Irvine	Jerry Tuite
Ron Muszynski	Lainey Resetar
Madeline Morris	Nick Kamberis
Jeff Sieg	Kim Smykal
Kelly Diven	Meghan O’Brien
Ryan Warner	Allyson Culp
Judy Wareham	Jim Feeney
Dale Klobuchir	Christian Friday
Kobe Phillippi	

For Information Only

The hiring of **Paul Elphinstone** requires the waiver of Board Policy 803: *Nepotism* by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

## V. RECREATIONAL SWIM RATES FOR 2022/2023

The Administration recommends that the Board approve the following recreational swim rates for the 2022/2023 school year:

### • Pool Rentals

- 1-30 people: \$80/hour for residents
- 1-30 people: \$105/hour for nonresidents
- 31-60 people: \$85/hour for residents
- 31-60 people: \$110/hour for nonresidents

### • Recreational Swim Fees

- Resident Family Pass (2 Adults and up to 3 children) \$70.00
- Resident Adult Pass (18 or older) \$40.00
- Resident Children's Pass (17 and under) \$25.00
- Daily Admission Fee for Residents \$5.00
- Daily Admission Fee for Nonresidents \$7.00
- Senior Citizen Free with Golden Eagle Card

- Children's Swim Lessons \$45.00/6 lessons
- Loved One and Me Classes \$35.00/5 lessons
- Red Cross Life Guard Training \$225.00
- Water Aerobics Exercise Class \$60 for 6 classes

# Policy Guide



Policy No. 236.1

Section PUPILS

Title THREAT ASSESSMENT

Adopted \_\_\_\_\_

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

<b>POLICY NO. 236.1 THREAT ASSESSMENT</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.</p>	SC 1302-E
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.</p>	SC 1302-E
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p><b>Behavioral service providers</b> – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.</p> <p><b>Bias</b> – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.</p>	SC 1301-E

<b>POLICY NO. 236.1 THREAT ASSESSMENT</b>		
	<p><b>Individualized Management Plan</b> – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.</p> <p><b>Threat assessment</b> – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.</p>	
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a threat assessment team at each school building in the district.</p> <p>The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.</p> <p>The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.</p> <p>The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.</p> <p>The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.</p>	<p>SC 1302-E</p> <p>SC 1302-E</p> <p>SC 1302-E</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p><b><u>Training</u></b></p> <p>The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training on:</p> <ol style="list-style-type: none"> <li>1. Responsibilities of threat assessment team members.</li> </ol>	<p>SC 1302-E</p>

	<p style="text-align: center;"><b>POLICY NO. 236.1 THREAT ASSESSMENT</b></p> <ol style="list-style-type: none"> <li>2. Process of identifying, reporting, assessing, responding to and intervening with threats.</li> <li>3. Identifying and avoiding racial, cultural or disability bias.</li> <li>4. Confidentiality requirements under state and federal laws and regulations, and Board policies.</li> <li>5. Student Assistance Program process.</li> <li>6. Youth suicide awareness, prevention and response.</li> <li>7. Trauma-informed approach.</li> <li>8. Safe2Say Something procedures.</li> <li>9. Multi-tiered systems of support.</li> <li>10. Positive Behavioral Intervention and Support.</li> </ol> <p>Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.</p> <p><u>Information for Students, Persons in Parental Relation and Staff</u></p> <p>The District shall notify students, staff and persons in parental relation about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.</p> <p>The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by persons in parental relation.</p>	<p>Pol. 103</p> <p>Pol. 113.4, 207, 216, 805</p> <p>Pol. 819</p> <p>Pol. 805</p> <p>SC 1205.2, 1205.5, 1302-E, 1310-B Pol. 805, 833</p> <p>SC 1302-E</p> <p>SC 1302-E Pol. 103, 104, 105.1, 256, 819</p>
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<b>POLICY NO. 236.1 THREAT ASSESSMENT</b>		
<p>The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.</p> <p><u>Reporting and Identification</u></p>		<p>SC 1302-E Pol. 103, 104, 256, 819</p>
<p>The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.</p>		<p>SC 1302-E</p>
<p>The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.</p>		<p>SC 1302-E Pol. 805</p>
<p>The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.</p>		<p>SC 1302-E Pol. 819</p>
<p>When the threat assessment team has made a preliminary determination that a student’s reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:</p> <ol style="list-style-type: none"> <li>1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.</li> <li>2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student’s person in parental relation of the reported threat.</li> </ol>		<p>SC 1302-E</p>
<p>When a reported student’s behavior indicates that there may be an imminent threat to the safety of the student or others, or an</p>		<p>SC 1302-E</p>

	<p style="text-align: center;"><b>POLICY NO. 236.1 THREAT ASSESSMENT</b></p> <p>emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.</p> <p>Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.</p> <p><b>Inquiry and Assessment</b></p> <p>In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:</p> <ol style="list-style-type: none"> <li>1. Discrimination/Title IX Sexual Harassment.</li> <li>2. Bullying/Cyberbullying.</li> <li>3. Suicide Awareness, Prevention and Response.</li> <li>4. Hazing.</li> <li>5. Dating Violence.</li> </ol> <p>Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Interviewing the student, other students, staff, persons in parental relation or others regarding the subject(s) of the reported threat.</li> <li>2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.</li> <li>3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in</li> </ol>	<p>Pol. 805, 805.1, 805.2</p> <p>SC 1302-E 23 Pa. C.S.A. 6311 Pol. 806</p> <p>Pol. 103, 104</p> <p>Pol. 256</p> <p>Pol. 819</p> <p>Pol. 247</p> <p>Pol. 252</p> <p>Pol. 226</p>
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**POLICY NO. 236.1  
THREAT ASSESSMENT**

accordance with applicable law, regulations and Board policy.

4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.

Pol. 103.1, 113,  
113.1, 113.2, 113.3

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.

Pol. 805.1, 805.2

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.

SC 1302-E

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the



**POLICY NO. 236.1  
THREAT ASSESSMENT**

information gathered during the assessment and recommendations for response and intervention.

Following notification to the student’s person in parental relation, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:

1. A referral to the Student Assistance Program.
2. A referral to the appropriate law enforcement agency.
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.
4. A referral to the student’s IEP Team to review and address the student’s IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.
5. A referral to the student’s Section 504 Team to review and address the student’s Section 504 Service Agreement and/or Positive Behavior Support Plan.
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.

SC 1302-E

Pol. 805, 805.1, 805.2

Pol. 103.1, 113, 113.3

Pol. 113, 113.1, 113.2, 113.3

Pol. 103.1

Pol. 146

Pol. 218, 233, 250, 251

<b>POLICY NO. 236.1 THREAT ASSESSMENT</b>		
<p>9. Taking steps to address the safety of any potential targets identified by the reported threat.</p>		Pol. 805
<i>Safe Schools Incident Reporting –</i>		
<p>For Safe Schools reporting purposes, the term incident means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>		SC 1303-A 22 PA Code 10.2 35 P.S. 780-102 Pol. 805.1
<p>When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.</p>		SC 1302.1-A, 1303-A 22 PA Code 10.2, 10.21, 10.22 Pol. 218, 805.1
<p>The Superintendent or designee shall notify the person in parental relation, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the person in parental relation whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the person in parental relation.</p>		22 PA Code 10.2, 10.25 Pol. 805.1
<i>Students With Disabilities –</i>		
<p>When reporting an incident committed by a student with a disability or referring a student with a disability to a law</p>		20 U.S.C. 1232g, 1415

	<p style="text-align: center;"><b>POLICY NO. 236.1 THREAT ASSESSMENT</b></p> <p>enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The District shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student’s special education and disciplinary records.</p> <p><u>Monitoring and Management</u></p> <p>If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student’s Individualized Management Plan.</p> <p>The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student’s Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.</p> <p><u>Records Access and Confidentiality</u></p> <p>In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:</p> <ol style="list-style-type: none"> <li>1. Student health records.</li> <li>2. Prior school disciplinary records.</li> <li>3. Records related to adjudication under applicable law and regulations.</li> </ol>	<p>34 CFR Part 99, 300 Pol. 113.4, 216</p> <p>Pol. 103.1, 113, 113.4, 216, 819</p> <p>SC 1302-E</p> <p>SC 1409 Pol. 209</p> <p>Pol. 113.4, 216, 216.1</p> <p>SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. 6341 Pol. 216.1</p>
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	<p style="text-align: center;"><b>POLICY NO. 236.1 THREAT ASSESSMENT</b></p> <p>4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the District.</p> <p>5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the District.</p> <p>The threat assessment team shall use all information or records obtained in fulfilling the team’s duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.</p> <p>The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.</p> <p>Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.</p> <p><u>Annual Board Report</u></p> <p>The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the District’s approach to threat assessment, which shall include:</p> <p>1. Verification that the District’s threat assessment team and process complies with applicable law and regulations.</p>	<p>SC 1302-E</p> <p>SC 1304-D 20 U.S.C. 1232g 34 CFR Part 99 Pol. 113.4, 207, 216, 216.1, 256, 819</p> <p>22 PA Code 12.12 42 Pa. C.S.A. 5945, 8337 42 CFR Part 2 Pol. 207</p> <p>SC 1302-E</p>
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**POLICY NO. 236.1  
THREAT ASSESSMENT**

2. The number of threat assessment teams assigned in the District, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the District's threat assessment team(s) operation.
6. Recommendations for improvement of the District's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.

SC 1302-E  
Pol. 805.2

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the District and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.

SC 1302-E, 1309-B  
Pol. 805.2

**POLICY NO. 236.1  
THREAT ASSESSMENT**

References:

School Code – 24 P.S. Sec. 1205.2, 1205.5, 1301-E, 1302.1-A, 1302-E, 1303-A, 1304-A, 1304-D, 1305-A, 1307-A, 1309-B, 1310-B, 1409

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25, 12.12

Family Educational and Privacy Rights Act – 20 U.S.C. Sec. 1232g

Family Educational and Privacy Rights Act, Title 34, Code of Federal Regulations – 34 CFR Part 99

Child Abuse Reporting – 23 Pa. C.S.A. Sec. 6311

Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1415

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Title 42, Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. 5945, 6341, 8337

Confidentiality of Substance Use Disorder Patient Records – 42 CFR Part 2

Board Policy – 103, 103.1, 104, 105.1, 113, 113.1, 113.2, 113.3, 113.4, 146, 207, 209, 216, 216.1, 218, 226, 233, 247, 250, 251, 252, 256, 805, 805.1, 805.2, 806, 819, 833

## Keystone Oaks School District Threat Assessment Intake Form

**\*Call 911 right away If this an imminent threat requiring  
medical attention and/or law enforcement.**

**Safe2Say Contact Information – 1-844-723-2729 or  
safe2saypa.org**

<b>Date Reported:</b>	<b>Time:</b>	<b>Person Receiving Report:</b>
<b>Reporting Individual Name:</b>	<b>Reporting Individual is (circle):</b>	
<b>Reporting Individual Contact Number:</b>	Student    Teacher    Administrator    Staff    Volunteer Parent/Guardian    Other: _____    Anonymous	
<b>Was this received as a Safe2Say Report?</b> Yes    No		
<b>How was the report made?</b> Verbal    Email    Phone/Hotline    Web form    Text    Other		

**Information regarding student exhibiting behavior that indicates a threat:**

<b>Student Name:</b>	<b>Student Number:</b>	<b>Grade/Class:</b>
<b>Description of behavior or incident (include any language quoted by the reporter, attach copies of files/images/videos if received in writing or electronically):</b>		
<b>Date of Observed Incident/Behavior:</b>	<b>Time of Day:</b>	
<b>Location of Observed Incident/Behavior (circle all that apply):</b>		
School Building (identify): _____      School Grounds      School Bus/Vehicle School-Sponsored Activity (identify): _____      Off-Campus		

236.1 Threat Assessment – Attachment 236.1-AR-1

Other: _____			
<b>Was a direct target of a threat identified?</b> If yes, identify target: _____	Yes	No	Unknown
	<b>Target Notified - Date:</b>		
<b>Was a weapon involved?</b> If yes, identify type of weapon: _____	Yes	No	Unknown
	<b>Please identify any witnesses that were present:</b>  		
<b>Is this an imminent threat requiring medical attention and/or law enforcement?</b>  If yes, contact: 911	Yes	No	
	<b>Parent/Guardian Name(s) and Contact Information</b> (coordinate with Building Principal for notification):  <b>Date Parent/Guardian Notified (include method of notification and by whom):</b>  		
<b>Additional Information Regarding the Reported Student or Incident/Behavior:</b>  			
<b>Has Student Been Identified as an Individual with a Disability?</b> Yes    No    Unknown  If yes or unknown, notify the Director of Special Education. Date Notified: _____			

\_\_\_\_\_  
Signature of Individual Documenting Report

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



# Policy Guide



Policy No. 247

Section PUPILS

Title HAZING

Adopted AUGUST 15, 2017

Last Revised OCTOBER 20, 2020

POLICY NO. 247 HAZING	
Section 1	<p><b><u>Purpose</u></b></p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.</p>
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Hazing</b> occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating, or for the purpose of continuing membership or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <ol style="list-style-type: none"> <li>1. Violate federal or state criminal law.</li> <li>2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.</li> <li>3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.</li> <li>4. Endure brutality of a mental nature including activity adversely affecting mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or that could result in extreme embarrassment.</li> </ol>

18 Pa. C.S.A. 2802

	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>5. Endure brutality of sexual nature.</p> <p>6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.</p> <p>7. Any willful destruction or removal of public or private property.</p> <p><b>Aggravated hazing</b> occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:</p> <p>1. The person acts with reckless indifference to the health and safety of the student; or</p> <p>2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.</p> <p><b>Organizational hazing</b> occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.</p> <p>Any activity, as described above, shall be deemed a violation of this policy regardless of whether:</p> <p>1. The consent of the student was sought or obtained, or</p> <p>2. The conduct was sanctioned or approved by the school or organization.</p> <p><b>Student activity or organization</b> means any activity, society, corps, team, club or service, social or similar group operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.</p> <p>For purposes of this policy, <b>bodily injury</b> shall mean impairment of physical condition or substantial pain.</p> <p>For purposes of this policy, <b>serious bodily injury</b> shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.</p>	<p>18 Pa. C.S.A. 2803</p> <p>18 Pa. C.S.A. 2804, 2808</p> <p>18 Pa. C.S.A. 2806</p> <p>18 Pa. C.S.A. 2801 SC 511</p> <p>18 Pa. C.S.A. 2301</p> <p>18 Pa. C.S.A. 2301</p>
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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p><b>Section 3</b>    <b><u>Authority</u></b></p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to any staff member.</p> <p><b><u>Title IX Sexual Harassment and Other Discrimination</u></b></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.</p> <p><b>Section 4</b>    <b><u>Delegation of Responsibility</u></b></p> <p>Students, person(s) in parental relation, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.</p> <p>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the</p>	<p>18 Pa. C.S.A. 2806, 2808 SC 511 Pol. 122, 123</p> <p>Pol. 103, 103.1</p> <p>SC 1302-E Pol. 236.1</p>
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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p style="text-align: center;">threat assessment team, in accordance with applicable law and Board policy 236.1.</p> <p><b><u>Guidelines</u></b></p> <p>In addition to posting this policy on the District’s website, the District shall inform students, person(s) in parental relation, sponsors, volunteers and district employees of the District’s policy prohibiting hazing, including District rules, penalties for violations of the policy, and the program established by the District for enforcement of the policy by means including publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. These individuals must acknowledge that they have read and understood this policy.</p> <p><b><u>Complaint Procedure</u></b></p> <p>When a student who believes that they have been subject to hazing or is aware of a hazing incident, to promptly report the incident to any staff member. Staff members shall report such incidents to their immediate supervisor.</p> <p>Students are encouraged to use the District’s report form (103-AR-1), available from the building principal or on the District’s website, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p>	<p>18 Pa. C.S.A. 2808</p> <p>SC 511</p>
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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p> <p><u>Interim Measures/Police</u></p> <p>Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.</p> <p>Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.</p> <p><i>Referral to Law Enforcement and Safe Schools Reporting Requirements –</i></p> <p>For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term <b>incident</b></p>	<p>18 Pa. C.S.A. 2810</p> <p>SC 1303-A 22 PA Code 10.2</p>
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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p> <p>The Superintendent or designee shall immediately report required incidents and discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the person in parental relation of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is</p>	<p>35 P.S. 780-102</p> <p>22 PA Code 10.2, 10.21, 10.22 SC 1302.1-A, 1303-A Pol. 805.1</p> <p>22 PA Code 10.2, 10.25 Pol. 805.1</p> <p>24 P.S. 1303-A <a href="#">Pol. 805.1</a></p>
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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>prohibited and shall be subject to disciplinary action.</p> <p><u>Consequences for Violations</u></p> <p><i>Safe Harbor –</i></p> <p>An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.</p> <p><i>Students –</i></p> <p>If the investigation results in a substantiated finding of hazing, or an attempt to circumvent or impede an investigation the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.</p> <p>Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.</p> <p><i>Nonstudent Violators/Organizational Hazing -</i></p> <p>If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.</p>	<p>18 Pa. C.S.A. 2810</p> <p>18 Pa. C.S.A. 2808, 2810 SC 511 Pol. 218, 233</p> <p>Pol. 817</p>
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	<p style="text-align: center;"><b>POLICY NO. 247 HAZING</b></p> <p>If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.</p> <p><i>Criminal Prosecution –</i></p> <p>Any person or organization that causes or participates in hazing and/or is knowledgeable of a hazing event and fails to report may also be subject to criminal prosecution.</p> <p><a href="#">Previously Revised: October 20, 2020</a></p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1302.1-A, <a href="#">1302-E</a>, 1303-A</p> <p>State Board of Education Regulations – 22 Pa Code Sec. 10.2, 10.21, 10.22, 10.25</p> <p>PA Crimes and Offenses – 18 Pa. C.S.A. Sec. 2301, 2801, 2802, 2803, 2804, 2806, 2808, 2810</p> <p>Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. 780-102</p> <p>Board Policy – 103, 103.1, 122, 123, 218, 233, <a href="#">236.1</a>, 805.1, 817</p>	<p>18 Pa. C.S.A. 2808</p>
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# Policy Guide



Policy No. 256

Section PUPILS

Title BULLYING/CYBERBULLYING

Adopted NOVEMBER 15, 2007

Revised ~~NOVEMBER 17, 2020~~

POLICY NO. 256 BULLYING/CYBERBULLYING	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p>
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Bullying</b> means an intentional electronic, written, verbal, or physical act, or series of acts directed at another student or students, which occurs in a school setting <b>and/or outside a school setting</b> that is severe, persistent, or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantially interfering with a student’s education.</li> <li>2. Substantially disrupting the orderly operation of the school.</li> <li>3. Creating a threatening environment.</li> </ol> <p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p> <p><b>School setting</b> means in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned</p>

SC 1303.1-A

SC 1303.1

**POLICY NO. 256  
BULLYING/CYBERBULLYING**

by the school and/or District. This shall also include hours in which a student would be considered “present” during synchronous virtual instruction, anytime a student is using a district owned device, is on the district network and/or using a district provided learning management platform.

~~The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the definition of **bullying**(above).~~

**Section 3**

**Authority**

The Board prohibits all forms of bullying by district students.

No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to any staff member.

Students are encouraged to use the District’s report form (103-AR-1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

[When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the](#)

SC 1303.1-A

SC 1302-E  
Pol. 236.1

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 256 BULLYING/CYBERBULLYING</b></p> <p>threat assessment team, in accordance with applicable law and Board policy 236.1</p> <p><u>Title IX Sexual Harassment and Other Discrimination</u></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District’s legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>Every student and employee shall be responsible to respect the rights of others and to ensure an atmosphere free of bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy. In addition, the Administration will develop procedures for training all employees, including chaperones and sponsors on the Policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p>	<p>Pol. 103, 103.1</p> <p>SC 1303.1-A</p>
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<b>POLICY NO. 256 BULLYING/CYBERBULLYING</b>		
	<p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years at a minimum and recommend necessary revisions to the Board.</p>	SC 1303.1-A
	<p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board’s Bullying Policy</li> <li>2. Report of bullying incidents</li> <li>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</li> </ol> <p>The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board with appropriate recommendations.</p> <p>The Administration is directed to continue to assess, and to make recommendations to the Board, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.</p>	SC 1303.1-A
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.</p> <p><b><u>Education</u></b></p> <p>The District shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs</p>	<p>SC 1303.1-A 22 PA Code 12.3 Pol. 218</p> <p>SC 1303.1-A</p> <p>SC 1302-A, 1303.1-A</p>

**POLICY NO. 256  
BULLYING/CYBERBULLYING**

and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

20 U.S.C. 7118

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

SC 1301.1-A  
Pol. 218, 233

1. Counseling within the school.
2. Parental/person in parental relation conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement official.

Previously Revised: [November 17, 2020](#); November 20, 2018; December 15, 2015; December 6, 2012

References:

School Code – 24 P.S. Sec. 1301.1, [1302-A](#) [1302-E](#), [1303.1-A](#)

**POLICY NO. 256**  
**BULLYING/CYBERBULLYING**

State Board of Education Regulations – 22 PA Code Sec. 12.3

Activities to Support Safe and Healthy Students – 20 U.S.C.  
Sec. 7118

Board Policy – 103, 103.1-104, 218, 233, 236.1848

~~Title 18 (Crimes and Offenses) — Sec. 2709~~

# Policy Guide



Policy No. 200

Section PUPILS

Title ENROLLMENT IN DISTRICT

Adopted JUNE 23, 2011

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

POLICY NO. 200 ENROLLMENT IN DISTRICT		
Section 1	<p><b><u>Authority</u></b></p> <p>The Board shall enroll school age students eligible to attend <del>Keystone Oaks School-d</del> District schools in accordance with applicable laws and regulations, Board policy, <del>laws</del> and administrative procedures <del>regulations</del>.</p>	SC 1301, 1302 22 PA Code 11.11, 11.41
Section 2	<p><b><u>Definitions</u></b></p> <p><b>School age</b> 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><b>District of residence</b> shall be defined as the school district in which a student's <del>person(s) in parental relation</del> <del>parents/guardians</del> reside.</p>	SC 1301 22 PA Code 11.12  SC 1302 22 PA Code 11.11
Section 3	<p><b><u>Guidelines</u></b></p> <p><u>Enrollment Requirements</u></p> <p><del>A school age student shall be entitled to attend the schools of the District of residence.</del></p> <p>School age resident students and eligible nonresident students shall be entitled to attend district schools.</p>	SC 1301, 1302 22 PA Code 11.11, 12.1

**POLICY NO. 200  
ENROLLMENT IN DISTRICT**

The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

22 PA Code 11.11

The District shall not enroll a student until the **person in parental relation** ~~parent/guardian~~ has ~~submitted~~ **supplied** proof of the student's age, residence and immunizations **and a completed** ~~required by law and submitted a~~ Parent Registration Statement, **as required by law and regulations.**

SC 1301, 1302, 1303a, 1304-A, 22 PA Code 11.11 Pol. 203, 216.1

The District shall immediately enroll identified homeless students, even if the student or **person in parental relation** ~~parent/guardian~~ is unable to produce the required documents, in accordance with Board policy, laws and regulations.

Pol. 240

The District shall not inquire about the immigration status of a student as part of the enrollment process.

22 PA Code 11.11

Enrollment requirements and **administrative** procedures shall apply to nonresident students approved to attend ~~d~~District schools **in accordance with Board Policy 202.** ~~Nonresident students may be eligible for enrollment in accordance with Board Policy 202.~~

Pol. 202

The District shall administer a home language survey to all students enrolling in ~~d~~District schools for the first time.

22 PA Code 11.11, Pol. 140

Residency Eligibility

When the **person(s) in parental relation** ~~arents~~ of a student reside in different school districts, the student may attend school in the district of residence of the **person in parental relation** ~~arent~~ with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.

22 PA Code 11.11

If the **persons in parental relation** ~~arents~~ of a student share joint custody and time is evenly divided, the **persons in parental relation** ~~arents~~ may choose which of the two (2) school districts the student will enroll in for the school year.

Emancipated Minors



**POLICY NO. 200  
ENROLLMENT IN DISTRICT**

~~An emancipated minor is a student under the age of 21 who has established a domicile apart from the continued control and support of parents or guardians or who is living with a spouse. The school district in which this student is living is his or her resident school district and the student may enroll without any additional assistance from an adult. 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.~~

~~Emancipated minors may be required to show ample proof that they meet the above criteria as an emancipated minor.~~

Homeless Students

~~The School District will ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Homeless children and youth lack a fixed, regular and adequate nighttime residence. Included within the definition of homeless children and youth are those residing in shelters, hotels, motels, cars, tents or temporarily doubled up with a resident family because of lack of housing, as well as those who are awaiting foster care placement and unaccompanied homeless youth.~~

~~In the case of homeless students, traditional concepts of "residence" and "domicile" do not apply. Homeless youth are entitled to immediate enrollments and their families are not required to prove residency regarding school enrollment. These students shall be enrolled without delay, in the district where they are presently residing, or continue their education in the district of prior attendance.~~

~~Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any child who is not in the physical custody of a parent or guardian. Falling within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parents or guardians.~~

Adoptive Students

**POLICY NO. 200  
ENROLLMENT IN DISTRICT**

~~Children living with adoptive parents are entitled to all free school privileges accorded to resident school children of the District under 24 P.S. §13-1302.~~

~~School-Age Children of Military Personnel~~

~~When Pennsylvania residents who are military personnel are deployed and their school age children are living with relatives or family friends within the Keystone Oaks School District for that period of time, the students are entitled to attend school in District schools. These students should be enrolled using the §1302 statement/affidavit process, except that the resident is to be presumed to be supporting the child without personal compensation or gain (gratis).~~

~~Legal References~~

~~SC 1301, 1302;~~

~~Title 22 11.11, 11.12, 11.41, 12.1~~

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, person(s) in parental relation and staff about the District's 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.

References:

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

22 PA Code 11.41

	<p style="text-align: center;"><b>POLICY NO. 200</b> <b>ENROLLMENT IN DISTRICT</b></p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 140, 202, 240</p>	
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# Policy Guide



Policy No. 202

Section PUPILS

Title ELIGIBILITY OF NONRESIDENT STUDENTS

Adopted AUGUST 21, 1999

Last Revised JANUARY 27 2011; APRIL 15, 2004

POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board shall operate <del>district</del>the schools <del>of this District</del> for the benefit of <del>students</del>children residing <del>in this dDistrict</del> who <del>are</del>and eligible for attendance. <del>The Board may permit the admission of nonresident students in accordance with terms of this policy.</del></p> <p><del>The Board reserves the right to verify the residency of any student and to require a sworn statement of residential support for the student who resides with a person other than his/her parent, guardian or custodian.</del></p>
Section 2	<p><b><u>Responsibility</u></b></p> <p>The Superintendent shall develop procedures for the enrollment of tuition students which:</p> <ul style="list-style-type: none"> <li>• <del>admit such students only on the proper application of the parent or guardian, and their agreement to comply with the requisite tuition obligation as set forth within Exhibit A hereto.</del></li> <li>• <del>do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin or ancestry.</del></li> <li>• <del>make continued enrollment of any tuition student contingent upon maintaining good standards of citizenship and discipline.</del></li> <li>• <del>deny admission to any tuition paying student where the educational facilities or program maintained for</del></li> </ul>

SC 501, 502, 503

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~~the children of this District is inadequate to meet the needs of the applicant.~~  
~~the decision of the Superintendent is final.~~

**Section 23** **Authority**

The Board may permit the admission of nonresident students in accordance with Board policy.

SC 1301, 1316  
Pol. 200

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.

SC 1302  
22 PA Code 11.19

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.

SC 1302

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.

SC 1302  
Pol. 906

~~The Superintendent shall report to the Board at each regular meeting under agenda information the enrollment of each tuition student.~~

The Board shall not be responsible for ~~the~~ transportation to or from school of any nonresident student residing outside ~~the~~ school district boundaries.

Tuition rates shall be determined annually in accordance with law statute. -Tuition shall be charged monthly, ~~and payment required~~ in advance of attendance.

SC 1316, 2561  
Pol. 607

**Section 34** **Guidelines**

Nonresident Children Placed in Resident's Home ~~the District~~

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Any child placed in the home of a **district** resident ~~of this District~~ by a court ~~or, an~~ **government** agency ~~of the government, or custodial care institution/associations~~ shall be admitted to ~~district~~ **the** schools, and shall receive the same benefits and ~~shall~~ be subject to the same ~~responsibilities~~ **duties** as resident ~~students~~ **children**.

SC 1305

Residents ~~Inmates~~ of Institutions

A child who is **living in or assigned to a facility or a resident of the District or another District in this Commonwealth, and an inmate of an** institution for the care or training of children **that is** located within ~~the~~ **this** District, ~~is not a legal resident of the District~~ by such placement,; but the child shall be admitted to ~~district~~ **the** schools ~~of this District~~, and a charge shall be made for tuition in accordance with law.

SC 1306, 1307,  
1308, 1309, 1310,  
2561, 2562  
22 PA Code 11.18

~~Tuition charges must be obtained for a child whose parents have been determined not to be residents of the Commonwealth.~~

~~C. — Homeless Children and Youth~~

~~Homeless children and youth have access to free appropriate public education on an equal basis as other children. Homeless children and youth are identified by the McKinney-Vento Act (2001) as children or youth without a fixed, regular and adequate residence including students who are:~~

- ~~a. — living with a friend, relative or someone else because they lost their home and can't afford a home;~~
- ~~b. — staying in a motel or hotel;~~
- ~~c. — living in an emergency or transitional shelter or a domestic violence shelter;~~
- ~~d. — staying in substandard housing;~~
- ~~e. — living in a car, park, public place, abandoned building or bus or train station;~~
- ~~f. — awaiting foster care placement;~~

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~~g. living in a campground or an inadequate trailer home;~~

~~h. abandoned in a hospital; or~~

~~i. living in a runaway or homeless youth shelter.~~

~~Migrant children, pre-school children, and youth on their own are homeless if they fit into one of these categories. Runaway youth can be considered homeless even if their families want them to come home. Students who live in any public or private place that is not supposed to be a regular residence are homeless.~~

~~Homeless students can be registered, go to class and participate right away even if they do not have:~~

~~a. immunizations or immunization records;~~

~~b. other medical records;~~

~~c. school records;~~

~~d. proof of residency;~~

~~e. a parent or legal guardian;~~

~~f. birth certificates;~~

~~g. social security numbers;~~

~~h. other documents~~

~~i.a.~~

Prospective Residents

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:

1. For 60 calendar days previous to the anticipated date of residency

OR

2. At the beginning of the school year, provided that the anticipated date of residency is not later than the end of the first grading period of the same school year.

If the student does not become a resident of the District by the end of the period for which free attendance is given, tuition shall be required until residency is established.

SC 1316

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Person(s) in parental relation of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

Former Residents

Regularly enrolled students whose person(s) in parental relation have moved out of the school district may be permitted to finish the school year without payment of tuition when:

1. The person(s) in parental relation moves from the District during or after the third grading period of the school year.

OR

2. The student is completing their senior year and will graduate.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.

The District shall immediately enroll homeless students, even if the student or person in parental relation is unable to produce the required documents, in accordance with Board policy, laws and regulations.

~~D. — Proof of Residence~~

~~To protect the rights and privileges of the residents and students of the Keystone Oaks School District, the parents/guardians of all students registering in the district must show two (2) acceptable proofs of residence in the District before the student is permitted to attend school in the District.~~

SC 1316

SC 1302  
22 PA Code 11.19

Pol. 240



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~~The policy pertains to all students registering in all grades (K-12), including original entries (E-1 and E-2) and reentry's (R-3, R-4, R-5, R-6, and R-7).~~

~~Acceptable proof of residence shall include the parents'/guardians' most recent:~~

- ~~a. driver's license;~~
- ~~b. automobile registration;~~
- ~~c. utility bills;~~
- ~~d. tax statements;~~
- ~~e. evidence of receiving checks from wages, public assistance or social security.~~

~~Leases and rent receipts are not acceptable proof of residence.~~

~~Students who move from the District must attend school in the district of the new residence. (An exception can be made for seniors on appeal, for other students during the last two months, and at the discretion of the Superintendent.) The decision of the Superintendent is final.~~

~~E. New Residents~~

~~New residents to the Keystone Oaks School District will be permitted to enroll their child/children in District schools only after submitting a copy of their house settlement papers or apartment lease as temporary proof of pending residence.~~

~~The District will require a tuition check for the time the child enrolled, but the parents are not yet residents, which will be returned upon proof of subsequent District residency.~~

~~F. Student Residing with District Residents Other Than Parents~~

~~When a resident of the Keystone Oaks School District keeps in his/her home a child of school age, not his/her own, and supports such child gratis as if the child were his/her own, the resident must meet with the designated building administrator, submit acceptable proof of residence and support in addition to filing~~

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~~with the District a sworn statement (affidavit) to the following effect:~~

- ~~a. The affiant is a resident of the District.~~
- ~~b. The child is being maintained and supported in the resident's home, and the resident receives no personal compensation for maintaining the student in the District.~~
- ~~c. The resident will assume all personal obligations for the child relative to school requirements.~~
- ~~d. The resident intends to keep and support the child continuously and not merely through the school term.~~
- ~~e. The resident must submit with the affidavit, proof of residence and substantiating evidence of supporting the child gratis.~~

~~Information that is acceptable to substantiate residency and support are:~~

~~Residency:~~

- ~~• utility bill; or~~
- ~~• Pennsylvania Department of Transportation ID or driver's license; or~~
- ~~• Pennsylvania Department of Transportation vehicle registration; or~~
- ~~• copy of state/federal program enrollment; or~~
- ~~• copy of paycheck stub with name and address of employee and employer; or~~
- ~~• copy of receipt for recent local property or income tax.~~

~~Support:~~

- ~~• copy of completed IRS form transferring tax exemption of child to resident; or~~
- ~~• copy of federal or state tax form which lists the child as a dependent of the resident; or~~
- ~~• copy of completed county form transferring child support payments to resident; or~~
- ~~• copy of complete state form notifying Department of~~

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~~Welfare of child's new residence; or~~

- ~~•———— copy of insurance policy/card/statement listing child as eligible for services; or~~
- ~~•———— copy of lease/rental agreement identifying the child as a tenant signed by the landlord.~~

~~The designated building administrator will make a home visit to confirm residency when necessary. Further home visits can be made if the affidavit is in question.~~

~~———— g. ——— If a District investigation proves any of the contents in the sworn statement, proof of residence, or support to be false, the District will withdraw the student and file a case of fraud and theft of services with the County Court of Common Pleas, to seek payment for tuition equal to the cost of the District of educating the child during the period of enrollment.~~

~~G. ——— Student and Parent Residing with a District Resident~~

~~This policy pertains to situations where a student and parent are not homeless, but are residing with family or friends in the district. All normal registration documentation is required in addition to:~~

- ~~a. — meeting with the designated building administrator;~~
- ~~b. — completion and submission of a Residency Affidavit by the parent and resident;~~
- ~~c. — submit two proofs of residence for the District resident;~~
- ~~d. — parent agreement to submit their proof of residence (see D) to the District within 30 days from the date of registration;~~
- ~~e. — if permanent proof of residence is not submitted in 60 days or if any of the information in the residency affidavit is proven to be false, the student will be withdrawn and a case of fraud and theft of services will be filed with the County Court of Common Pleas, to seek payment for tuition equal to the cost of the District educating the child during the period of enrollment.~~

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~~If a junior who moves from the District after September 30 is enrolled in a program at Parkway West AVTS that is not available in the new district of residence, that student may have the tuition waived if a written request from the parents or guardian is approved by the Superintendent. The waiver would allow the student to complete the vocational/technical program in which the student is enrolled, providing normal progress is maintained.~~

~~A pupil becomes a nonresident as of the moving date from the District and not from the time the school receives the information.~~

~~A nonresident pupil will not be graduated or given reports until tuition is paid.~~

~~If tuition is not paid for two (2) months, a pupil may be excluded from school.~~

~~Transportation of nonresident pupils is a responsibility of the parents and not the responsibility of the District.~~

~~A copy of the regulations regarding nonresident pupils will be supplied to the parents or guardians of nonresidents on request.~~

~~Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.~~

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.

The Superintendent shall:

1. Recommend to the Board for its approval the admission of qualified nonresident students.

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**ELIGIBILITY OF NONRESIDENT STUDENTS**

2. Report to the Board for its information the enrollment of nonresident students.

Previously Revised: January 27, 2011; April 15, 2004

References:

School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1305, 1306, 1307, 1308, 1309, 1310, 1316, 2561, 2562

State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19

Board Policy – 200, 906, 607, 240

# Policy Guide



Policy No. 218

Section PUPILS

Title STUDENT DISCIPLINE

Adopted AUGUST 21, 1989

Last Revised **JUNE 25, 2015;**  
**OCTOBER 19, 1998**

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 218 STUDENT DISCIPLINE</b></p> <p><b><u>Purpose</u></b></p> <p>The Board <del>recognizes</del><b>acknowledges</b> that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.</p> <p><del>The goals of a Code of Student Conduct shall be:</del></p> <ol style="list-style-type: none"> <li><del>1. To provide for uniformity, fairness and consistency in the disciplinary process.</del></li> <li><del>2. To communicate clearly to students, staff and parents their respective rights and responsibilities and to guarantee these rights.</del></li> <li><del>3. To assist children and youth in developing an awareness of self and to establish a sense of responsibility for the safety, property and welfare of others in the school environment.</del></li> <li><del>4. To assist children and youth in developing patterns of positive social behavior.</del></li> <li><del>5. To establish uniform procedures and supportive action in dealing with disruptive and anti-social behavior in the school.</del></li> <li><del>6. To protect and maintain school property.</del></li> <li><del>7. To establish an environment of respect for others.</del></li> </ol>	
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<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 218 STUDENT DISCIPLINE</b></p> <p style="text-align: center;"><del>8.—To establish a positive learning environment.</del></p> <p style="text-align: center;"><del>9.1.To comply with state and local laws.</del></p> <p><b><u>Authority</u></b></p> <p>The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the District <del>during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.</del></p> <p>The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, gender, color, religion, sexual orientation, national origin or handicap/disability.</p> <p>The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.</p> <p>The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.</p> <p>Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.</p> <p>When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p><del>Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.</del></p>	<p>SC 510 <del>Title 22 PA</del> CodeSec. 12.3, 12.4 Pol. 103, 103.1</p> <p><del>Title 22 PA</del> CodeSec. 12.2, 12.3, 12.4 Pol. 103, 103.1, 113.2, 235, 832</p> <p>Pol. 832</p> <p>22 PA Code 12.5</p> <p>Pol. 233</p> <p>Pol. 113.2, 233</p> <p>22 PA Code 10.23 20 U.S.C. 1400 et seq. Pol. 103.1, 113.1, 805.1 <del>Title 22 Sec. 12.2</del> <del>Pol.235</del></p>
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<b>POLICY NO. 218 STUDENT DISCIPLINE</b>		
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p><del>Corporal punishment is defined as the infliction of physical force as punishment for a rules infraction. It is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled, or hit on any part of the body with a hand or instrument. <u>Corporal punishment is not permitted.</u></del></p> <p><del>Any student disciplined by a district employee shall have the right to notice of the infraction.</del></p> <p><del>Suspensions and expulsions shall be carried out in accordance with Board policy.</del></p> <p><del>In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</del></p> <p><u>On and Off-Campus Activities</u></p> <p>This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-campus”). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places (“off-campus”) when:[3]<del>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if any of the following circumstances exist:</del></p> <ol style="list-style-type: none"> <li>1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment.</li> <li><del>1. The conduct occurs during the time the students is traveling to and from school or traveling to and from school sponsored activities, whether or not via school district furnished transportation.</del></li> </ol>	<p><del>Title 22 Sec. 12.5</del></p> <p><del>Pol. 233</del></p> <p><del>Pol. 233</del></p> <p><del>Title 22 Sec 10.23 20 U.S.C. Sec. 1400 et seq. Pol. 113.1, 825</del></p> <p>SC 510</p>



**POLICY NO. 218  
STUDENT DISCIPLINE**

2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs.
4. The conduct involves the theft or vandalism of school property.
- ~~2.5. There is a nexus between~~ the proximity, ~~or~~ timing or motive ~~for~~ the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection ~~relation to the student's~~ attendance at school, to the school community, or to a school-sponsored activity~~ies~~. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.
- ~~3. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~
- ~~4. Student conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the conduct is likely to materially and substantially disrupt the operations of the school.~~
- ~~5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct if conducted in school.~~
6. The conduct involves the theft or vandalism of school property.

**POLICY NO. 218  
STUDENT DISCIPLINE**

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall ensure that promulgate reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct. ~~for student conduct which carry out the purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students; do not demean students; and do not violate any individual rights constitutionally guaranteed to students.~~

~~Title 22 Sec. 12.3~~

~~The Superintendent shall annually review with the Board prior to the beginning of the school year, the student discipline rules and regulations that are included in the student/parent handbooks.~~

The Superintendent or designee shall publish and distribute to all staff, students and person(s) in parental relation ~~parents/guardians~~ the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available on the District website and in the school office and may be included in student handbooks.

~~Title 22 PA  
Code Sec. 12.3  
Pol. 235~~

The building principal shall have the authority to assign discipline to students, subject to Board policies, ~~the rules and administrative~~ regulations, the Code of Student Conduct, ~~of the Superintendent~~ and to the student's due process right to notice, hearing and appeal.

~~SC 1317, 1318  
Pol. 113.2, 233~~

Teaching staff ~~members~~ and other district employees responsible for students shall have the authority to take ~~such~~ reasonable actions ~~as may be~~ necessary to control the ~~disorderly~~ conduct of students in all situations and in all places where such students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of ~~self or~~ others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.

~~SC 1317~~

**POLICY NO. 218  
STUDENT DISCIPLINE**

Reasonable force may ~~still~~ be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense; and (4) for the protection of persons or property. Reasonable force shall not be extreme, excessive or unreasonable in type or purpose.

~~Title-22 PA  
CodeSec.~~ 12.5

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

SC1303-A  
~~Title-22 PA  
CodeSec.~~ 10.2  
35 P.S. Sec. 780-102

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

SC 1302.1-A,  
1303-A  
~~Title-22 PA  
CodeSec.~~ 10.2,  
10.21, 10.22  
Pol. 805.125

The Superintendent or designee shall notify the **person in parental relation**~~parent/guardian~~ of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the **person in parental relation**~~parent/guardian~~ whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the **person in parental relation**~~parent/guardian~~.

~~Title-22 PA  
CodeSec.~~ 10.2,  
10.25  
Pol. 805.125

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

SC 1303-A  
Pol. 227, 250, 251,  
823, 805.125

SC 1302-E

**POLICY NO. 218  
STUDENT DISCIPLINE**

When a student’s behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Pol. 236.1

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

Previously Revised: June 25, 2015; October 19, 1998

References:

School Code –24 P.S. Sec. 510, 1302.1-A, 1302-E, 1303-A, 1317, 1318

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21,10.22, 10.23, 10.25, 12.1 et seq., 403.1

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Individuals With Disabilities Education Act, Title 24, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103, 103.1, 113.1, 113.2, 227, 233, 235, 236.1, 250, 251, 805.1, 823, ~~825~~, 832

# Policy Guide



Policy No. 218.150

Section PUPILS

Title WEAPONS

Adopted SEPTEMBER 18, 1995

Last Revised JUNE 25, 2015;  
DECEMBER 6, 2007;  
OCTOBER 19, 1998

<b>POLICY NO. 218.150</b>		
<b>WEAPONS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the importance of a safe school environment. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.</p>	
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Weapon</b> – the term shall include, but not be limited to any knife; cutting instrument; cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices (including ammunition); noxious chemicals; and/or any other tool, instrument or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or serious disruption to the educational setting.</p> <p><b>Possession</b>ng – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker or assigned storage area; or under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>	SC 1301-A, 1317.2
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board prohibits students <del>are prohibited</del> from possessing and/or bringing weapons and replicas of weapons into any</p>	SC 1317.2 Pol. 218

	<p style="text-align: center;"><b>POLICY NO. 218.150</b> <b>WEAPONS</b></p> <p>district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle <del>school conveyance</del> providing transportation to or from school, <del>and/</del> or to any school sponsored activity, or while the student is coming to or from school <del>any weapon or replica of weapons.</del></p> <p>The Board <del>school district</del> shall expel for a period of not less than one (1) year any student who violates this <del>w</del>Weapons <del>p</del>Policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.</p> <p>The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.</p> <p><b>Section 4      <u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the <del>D</del>istrict’s emergency preparedness plan.</p> <p>When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. If a person believes there is an imminent threat, they should call 911 immediately.</p> <p><del>The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an</del></p>	<p>SC 1317.2 Pol. 113.1, 233</p> <p>SC 1317.2</p> <p>SC 1317.2 <del>Title-22 PA</del> <del>CodeSee.</del> 10.23 20 U.S.C. Sec 1400 et seq. Pol. 103.1, 113.1, 113.2, 113.3, 805.125</p> <p>SC 1302.1-A Pol. 805, 805.125</p> <p>SC 1302-E Pol. 236.1</p>
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**POLICY NO. 218.150**  
**WEAPONS**

~~incident occurs involving an act of violence or possession of a weapon by any person on school property.~~

**Section 5**

**Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity or while the student is coming to or from school to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the **person in parental relation** ~~parent/guardian~~ of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practical. The Superintendent or designee shall inform the **person in parental relation** ~~parent/guardian~~ that the local police department that has jurisdiction over the school property has been notified of the incident. The Superintendent or designee shall document attempts made to reach the **person in parental relation** ~~parent/guardian~~.

~~Within ten (10) school days, the Superintendent will decide if the item which the student brought onto school property, or of which he/she was in possession, is a "weapon" as defined herein. If so, the student will be brought before the Board for an expulsion hearing, at which time the Superintendent may, if he/she deems it appropriate under the circumstances, recommend an alternative disciplinary response to the otherwise mandatory one year expulsion.~~

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and persons in parental relation about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

SC 1302.1-A,  
1303-A, 1317.2  
~~Title-22 PA Code~~  
~~Sec.~~ 10.2, 10.21  
Pol. 805.125

~~Title-22 PA~~  
~~Code~~Sec. 10.2,  
10.25  
Pol. 805.125

SC 1303-A  
Pol 805.1

**POLICY NO. 218.150**  
**WEAPONS**

~~Any school employee who has reasonable suspicion that a student is in violation of this policy shall immediately inform the building principal, who will conduct the complete investigation. The principal must notify the Superintendent, make every effort to contact the parent/guardian (documenting attempts) as soon as possible, and if deemed appropriate, summon local law enforcement officials.~~

~~SC 1303-A  
Pol. 825~~

~~Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched or have his/her locker searched by a school official in the presence of a witness. All student searches will be in accordance with Board policy.~~

~~If a student is found in violation of this policy, the student shall:~~

- ~~1. Receive a ten (10) day out of school suspension.~~
- ~~2. Be given the opportunity to attend an informal hearing with the principal, unless this provision is waived by the parent/guardian during the ten-day suspension.~~

~~SC 1317.2~~

~~Formal due process proceedings before the Board regarding expulsion shall be scheduled in cases where the Administration is recommending expulsion.~~

~~SC 1317.2~~

~~Students, staff and parents/guardians shall be informed at least annually concerning this policy.~~

~~18 U.S.C. Sec. 921,  
922 SC 1317.2~~

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

In accordance with the federal [law Gun Free School Zone Act](#), possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

[18 U.S.C. 921, 922](#)

**Transfer Students**

When the ~~school-~~District receives a student who transfers from a public or private school during an expulsion period for an

[SC 1317.2](#)  
[Pol. 200](#)



**POLICY NO. 218.150**  
**WEAPONS**

offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

~~The Administration shall request a certified copy of the student's disciplinary record from the school of last enrollment and shall delay the entrance of the student until such documentation is provided.~~

~~Upon finding that a newly enrolled student is presently expelled from any private or public school for an act or offense involving a weapon, the Administration shall assign the student to an assignment other than what would have been his/her "regular" educational assignment, or provide alternative education services. Under no circumstances may the alternative assignment exceed the period of expulsion imposed by the private school or other public school. Written notice of the alternative assignment or the alternative education services shall be provided to the parent of the student within a reasonable time period. The Administration shall advise the student and his/her parents that he/she shall not be permitted to participate in the regular educational programs of the Keystone Oaks School District (including its extracurricular programs) until the remainder of the period of the suspension has elapsed. During the remainder of the period of suspension, however, the student shall be provided the opportunity to make up any schoolwork assigned by Keystone Oaks personnel during the remainder of the period of the suspension.~~

~~Upon finding that a newly enrolled student is presently expelled from any private or public school for an offense other than a weapons offense, the Administration shall advise the Board of School Directors. The decision of whether to require the student to continue to serve the remainder of the expulsion by the other school entity shall be made by the Board of School Directors, or a duly designated Committee thereof, following a hearing held solely for the purpose of determining the legitimacy of continuing the expulsion. At such a hearing, the expulsion shall be presumed to be a valid disciplinary action which may be rebutted by the student and/or his/her parents/guardians only by clear and convincing evidence.~~

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**WEAPONS**

~~a. At such a hearing, the prior determination of guilt by another school entity will be binding on the Board of School Directors and shall not be subject to questions. Parents are estopped from challenging the student's guilt.~~

~~b. The student shall be required to serve the remainder of the expulsion where the student's guilt is established (by prior record information from the former school entity) and the Keystone Oaks Board of School Directors (or a Committee thereof) determines that expulsion is the appropriate punishment.~~

~~Nothing set forth herein shall impact upon the rights, if any, of special needs students in this situation.~~

Previously Revised: June 25, 2015; December 6, 2007; October 19, 1998

References:

School Code – 24 P.S. 1301-A, 1302.1-A, 1303-A, 1317.2

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25, 403.1

Possession of Weapon on School Property – 18 Pa. C.S.A. Sec 912

Gun Control Act – 18 U.S.C. Sec. 921, 922

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Gun-Free Schools Act – 20 U.S.C. Sec. 7151

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 113.1, 218, 233, 805, 825

# Policy Guide



Policy No. 218.251

Section PUPILS

Title TERRORISTIC THREATS/ACTS

Adopted MAY 15, 2000

Last Revised JUNE 25, 2015;  
MARCH 19, 2001

<p><b>POLICY NO. 218.251</b> <b>TERRORISTIC THREATS/ACTS</b></p>		
<p><b>Section 1</b></p>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving <del>such</del> a terroristic threat or act. In all instances, the District’s goal will be to ensure the safety of all students and personnel.</p>	
<p><b>Section 2</b></p>	<p><b><u>Definitions</u></b></p> <p><b>Terroristic Threat</b> – Shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.</p> <p><del><b>Terroristic Act</b> – Shall mean an offense against property or involving danger to another person.</del></p> <p><b>Communicate</b> – Shall mean to convey in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transmissions.</p>	<p>18 PA C.S.A. Sec. 2706</p> <p>18 Pa. C.S.A. 2706</p>

**POLICY NO. 218.251**  
**TERRORISTIC THREATS/ACTS**

**Section 3**

**Authority**

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or property owned, leased or being used by the District.

~~In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance. If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.~~

Title 22 Sec. 10.23  
20 U.S.C Sec. 1400  
et seq.  
Pol. 113.1, 825

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the District's emergency preparedness plan.

SC 1302.1-A,  
1302-E  
Pol. 236.1, 805,  
805.125

**Section 5**

**Guidelines**

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. If a person believes there is an imminent threat, they should call 911 immediately.

SC 1302-E  
Pol. 236.1

Staff members and students shall be made aware of their responsibility for informing the threat assessment team building

Title 22 PA  
Code Sec. 12.2

**POLICY NO. 218.251**  
**TERRORISTIC THREATS/ACTS**

~~principal~~ regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

Pol. 236.1

The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.

Pol. 236.1

~~When the building principal has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:~~

- ~~1. The building principal shall summon the student to the office and determine if an immediate suspension is in order. The student's parents/guardians will be notified.~~
- ~~2. The building principal shall promptly report the incident to the Superintendent or designee.~~
- ~~3. Based on further investigation, the Superintendent or designee shall report the student to law enforcement officials.~~
- ~~4. The Superintendent or designee shall review the case with the Board and make recommendations, which may include permanent expulsion of the student.~~

~~Pol. 233~~

The Superintendent or designee shall report incidents involving terroristic threats on school property, while the student is coming to or from school, at any school sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

SC 1302.1-A,  
1303-A  
~~Title 22 PA~~  
~~CodeSee. 10.2,~~  
10.225  
Pol. 805.125

The Superintendent or designee shall notify the ~~person in parental relation~~parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the ~~person in parental relation~~parent/guardian that the local police department that has

~~Title 22 PA~~  
~~CodeSee. 10.2,~~  
10.25  
Pol. 805.125

**POLICY NO. 218.251**  
**TERRORISTIC THREATS/ACTS**

jurisdiction over the school property has been notified of the incident. The Superintendent or designee shall document attempts made to reach the [person in parental relation](#)~~parent/guardian~~.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

[In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.](#)

[If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.](#)

[Previously Revised: June 25, 2015; March 19, 2001](#)

References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.23, 10.25, 12.2

Terroristic Threats – 18 Pa. C.S.A. Sec 2706

Individuals With Disabilities Education Act – 20 U.S.C. Sec 1400 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 113.1, 233, 805, 825

SC 1303-A  
Pol. ~~805.125~~

[22 PA Code 10.23](#)  
[20 U.S.C Sec. 1400 et seq.](#)  
[Pol. 103.1, 113.1, 113.2, 805.1](#)

[Pol. 113.1, 233, 236.1](#)

# Policy Guide



Policy No. 221

Section PUPILS

Title DRESS AND GROOMING

Adopted AUGUST 21, 1989

Last Revised OCTOBER 19, 1998

<b>POLICY NO. 221 DRESS AND GROOMING</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. <del>The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when these choices affect the educational program of the schools or the health and safety of others.</del> The Board expects each student to maintain a reasonable <b>high</b> level of personal hygiene and grooming.</p>	22 PA Code 12.1
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board has authority to impose limitations on students’ dress in school. The Board will not interfere with the right of students and their person(s) in parental relation to make decisions regarding their appearance, except when these choices disrupt the educational program of the schools, the health and safety of others, and/or constitute a health or safety hazard.</p> <p>Limitations imposed on student’s dress shall not be arbitrary and shall be equitably enforced. Regulations shall not be discriminatory with respect to a student’s race, sex, gender, color, religion, sexual orientation, national origin, handicap/disability or any other protected class.</p> <p><del>The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:</del></p>	

**POLICY NO. 221  
DRESS AND GROOMING**

- ~~1. present a hazard to the health or safety of the student or of others in the school;~~
- ~~2. materially interfere with school work, create disorder or disrupt the education program (example of this would be gang colors, insignias or logos which could create disruption within the school environment);~~
- ~~3. cause excessive wear or damage to school property;~~
- ~~4. prevent the student from achieving educational objectives because of blocked vision or restricted movement; and~~
- ~~5. promotes drugs, drug usage, or the advertisement of drugs, drug paraphernalia, alcohol, or sexual materials.~~

22 PA Code 12.11

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or in other situations where special attire may be required to ensure the health or safety of the student.

**Section 3**

**Delegation of Responsibility**

The Superintendent shall develop procedures to implement this policy which:

1. Designate the building principal to monitor student dress and grooming in the building.
2. Instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty and good sense in attire and appearance.
3. Ensure that all rules implementing this policy impose only minimum necessary restrictions on the exercise of the student's taste and individuality.

22 PA Code 12.11

Specific rules and prohibitions regarding student dress and grooming will be set forth in the Code of Student Conduct, which shall be reviewed each year in collaboration with the building principal and a team of staff representatives of the buildings.

**Section 4**

**Guidelines**



**POLICY NO. 221  
DRESS AND GROOMING**

~~The Board maintains that clothes make a difference in attitudes and behavior and may reflect academic achievement. Any type of dress which endangers health and/or safety or is distracting to the educational environment will not be permitted, including the following:~~

- ~~1. abbreviated tops (halter, tube, bare midriff, muscle shirt) or short shorts/skirts (above mid thigh);~~
- ~~2. sleeveless attire that exposes underwear (including sports bras), is too low cut, or does not have formfitting armholes;~~
- ~~3. hats/headbands (any head covering);~~
- ~~4. sunglasses;~~
- ~~5. chains, other than necklaces that will break when pulled, dog collars/spiked necklaces or bracelets;~~
- ~~6. coats in class (only sweaters, sweatshirts and windbreakers are permitted);~~
- ~~7. clothing which contains any reference to drugs and/or alcohol;~~
- ~~8. clothing that is frayed, painted, patched or ripped;~~
- ~~9. clothing which contains words and/or pictures of an offensive or questionable nature; and~~
- ~~10. clothing or objects which suggest identification with a gang.~~

~~Any student who chooses to wear the above mentioned attire will be asked to remove it and/or return home to change outfits. The School District reserves the right to send home students whose attire is deemed disruptive to the educational environment and an interference with the educational process~~

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DRESS AND GROOMING**

~~of other students. Head coverings worn in class or in the hallway will be confiscated and will be returned only to a parent/guardian.~~

~~The following shall be prohibited inside buildings: headsets, beepers, carrying of radios, compact disk (CD) players, and pagers.~~

Previously Revised: October 19, 1998

References:

State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.11

# Policy Guide



Policy No. 239

Section PUPILS

Title INTERNATIONAL EXCHANGE STUDENTS

Adopted \_\_\_\_\_

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

<b>POLICY NO. 239 INTERNATIONAL EXCHANGE STUDENTS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In order to promote cultural awareness and understanding, and to provide diverse experiences to district students, the Board shall admit international exchange students into district schools.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall accept international exchange students who meet the criteria established in Board policy and administrative regulations.</p> <p>The Board shall accept exchange students on a J-1 Visa who reside within the District as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.</p> <p>The Board reserves the right to limit the number of international exchange students admitted to the schools based on space availability and qualifying criteria.</p>

	<p style="text-align: center;"><b>POLICY NO. 239</b> <b>INTERNATIONAL EXCHANGE STUDENTS</b></p> <p><b>Section 3</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of international exchange students applying for admission to district schools and recommending admission of students to the Board.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.</p> <p><b>Section 4</b>     <b><u>Guidelines</u></b></p> <p>International exchange students shall comply with all enrollment and immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, administrative regulations and rules governing all district students.</p> <p>The District shall administer the Home Language Survey to international exchange students enrolling in district schools. Students identified as English Learners shall be assessed and provided appropriate instruction in accordance with the district's Language Instruction Educational Program (LIEP) and Board policy.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11</p> <p>Language Instruction for English Learners and Immigrant Students – 20 U.S.C. Sec. 6801 et seq</p> <p>Title VI, Civil Rights Act of 1964 – 42 U.S.C. Sec. 2000d et seq</p> <p>Board Policy – 140, 200, 203</p>	<p>Pol. 200, 203</p> <p>22 PA Code 11.11 20 U.S.C. 6801 et seq 42 U.S.C. 2000d et seq Pol. 140</p>
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. **816**

Section **OPERATIONS**

Title **ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES**

Adopted \_\_\_\_\_

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

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 816 ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 262 AND 862.</b></p> <p><b><u>Purpose</u></b></p> <p>The Board supports use of computers/electronic devices, internet and other network resources in the District’s instructional programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>The District provides students, staff and other authorized individuals with access to the District’s computers/electronic devices, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network resources shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>	
<p><b>Section 2</b></p>	<p><b><u>Definitions</u></b></p> <p>The term <b>child pornography</b> is defined under both federal and state law.</p>	

<b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b>		
<p><b>Child pornography</b> – under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"> <li>1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;</li> <li>2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or</li> <li>3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.</li> </ol>	<p>18 U.S.C. 2256</p>	
<p><b>Child pornography</b> – under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p> <p>The term <b>harmful to minors</b> is defined under both federal and state law.</p>	<p>18 Pa. C.S.A. 6312</p>	
<p><b>Harmful to minors</b> – under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> <li>1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;</li> <li>2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.</li> </ol>	<p>20 U.S.C. 6777 47 U.S.C. 254</p>	

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b>  <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p><b>Harmful to minors</b> – under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> <li>1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;</li> <li>2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.</li> </ol>	<p>18 Pa. C.S.A. 5903</p>
	<p><b>Obscene</b> - any material or performance, if:</p> <ol style="list-style-type: none"> <li>1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;</li> <li>2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and</li> <li>3. The subject matter, taken as a whole, lacks serious literacy, artistic, political, education or scientific value.</li> </ol>	<p>18 Pa. C.S.A. 5903</p>
	<p><b>Technology protection measure</b> – a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p>	<p>47 U.S.C. 254</p>
	<p><b><u>Authority</u></b></p> <p>The availability of access to electronic information does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.</p>	

	<p style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access to the internet or other network resources.</p> <p>The Board declares that computer/electronic device and network use is a privilege, not a right. The District’s computers/electronic devices and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the District’s internet, computers/electronic devices or network resources, including personal files. The District reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the District’s internet, computers/electronic devices and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p> <p>The District reserves the right to restrict access to any internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the District operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers/electronic devices used and accessible to adults and students.</p> <p>Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of internet blocking/filtering software to enable access to material that is blocked through technology protection measures, but is not prohibited by this policy.</p> <p>Upon request by students or staff, building administrators may authorize the temporary disabling of internet blocking/filtering software to enable access for bona fide research or for other</p>	<p>Pol. 218, 233, 817</p> <p>SC 4604 20 U.S.C. 6777 47 U.S.C. 254</p> <p>SC 4604</p> <p>SC 4610 20 U.S.C. 6777</p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>lawful purposes. Written permission from the person in parental relation is required prior to disabling of internet blocking/filtering software. If a request for temporary disabling of internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The District shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>The District shall inform staff, students, person(s) in parental; relation and other users about this policy through employee and student handbooks, posting on the District website, and by other appropriate methods. A copy of this policy shall be provided to person in parental relation upon written request.</p> <p>Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy. The District uses systems to monitor and detect inappropriate use and systems to track and recover lost or stolen equipment.</p> <p>Student user agreements shall also be signed by a person in parental relation.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the District and on the internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p>	<p>SC 4604</p>
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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b>  <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing technology protection measures that block or filter internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol>	<p>20 U.S.C. 6777  47 U.S.C. 254  47 CFR 54.520</p>
	<p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> <li>1. Interaction with other individuals on social networking apps and websites.</li> <li>2. Cyberbullying awareness and response.</li> </ol> <p><b><u>Guidelines</u></b></p> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p> <p><b><u>Safety</u></b></p> <p>It is the District’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal</p>	<p>47 U.S.C. 254</p> <p>SC 1303.1-A  Pol. 256</p>

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information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the internet.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to material harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, acceptable rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

47 U.S.C. 254  
47 CFR 54.520

SC 1303.1-A  
Pol. 256

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7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers, or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Pol. 237

Pol. 814

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Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

17 U.S.C. 101 et  
seq  
Pol. 814

District Website

The District shall establish and maintain a website and shall develop and modify its web pages to present information about the District under the direction of the Superintendent or designee. All users publishing content on the District website shall comply with this and other applicable district policies.

Users shall not copy or download information from the District website and disseminate such information on unauthorized web pages without proper reference to the source information. Altering and disseminating altered information from the District website is strictly prohibited.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

SC 4604

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**NETWORK RESOURCES**

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, internet or other networks; this includes but is not limited to uploading or creating computer viruses. This definition shall also include instances where a user facilitates another in the act of vandalism.

Failure to comply with this policy or inappropriate use of district internet, district network or computers/electronic devices shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Pol 218, 233, 817

References:

School Code – 24 P.S. Sec. 1303.1-A, 4604, 4610

Internet Safety – 20 U.S.C. Sec. 6777

Universal Service – 47 U.S.C. Sec. 254

Children's Internet Protection Act – 47 CFR 54.520

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Title 18 Crimes and Offenses – 18 Pa. C.S.A. Sec. 5903, 6312

Copyrights – 17 U.S.C. Sec. 101 et seq

Board Policy – Pol. 218, 233, 237, 256, 814, 817

# Policy Guide



Policy No. 832

Section OPERATIONS

Title EDUCATIONAL EQUITY

Adopted \_\_\_\_\_

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

<b>POLICY NO. 832 EDUCATIONAL EQUITY</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board adopts this policy to prioritize the principle of educational equity through the fair and just allocation of resources, opportunities and treatment of students based upon each individual student’s needs. The pursuit of educational equity requires the continuous and collaborative effort of identifying various aspects of district programs and operations in which consideration of educational equity shall be analyzed, incorporated and prioritized.</p> <p>To facilitate educational equity for all, the District shall be committed to:</p> <ol style="list-style-type: none"> <li>1. Promptly identifying and addressing barriers that cultivate achievement and/or opportunity gaps for students.</li> <li>2. Ensuring that a student’s educational achievement is neither predicted nor predetermined by explicit or implicit biases.</li> </ol>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Achievement gaps</b> shall mean the academic disparities and/or differences between groups of students, as indicated through variances in academic indicators such as test scores, grade point average and graduation rates.</p>

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**Barriers** shall mean factors that block or hinder movement or progression. Barriers to educational equity may include, but are not limited to, policies, administrative regulations and practices; explicit and implicit biases; facilities; budgeted funds; curriculum and instruction; personnel; class size; Code of Student Conduct and school climate.

**Cultural competency** shall mean an ability to interact effectively with individuals of other cultures.

**Cultural proficiency** shall mean the level of knowledge-based skills and understanding that is required to successfully teach and interact with students and to work effectively with colleagues, families and communities from other cultures. It requires an ongoing examination and self-reflection to challenge one's own cultural biases and understand the cultural perspectives and experiences of others.

**Culturally responsive** shall mean the inclusion of students' cultural references in all aspects of learning, school experiences and student engagement.

**Educational equity action plan** shall mean the steps education stakeholders in a district engage in to pursue equity.

**Educational equity audit** shall mean a comprehensive equity and inclusion benchmarking instrument that assesses a district's barriers to opportunity and progress towards achieving the equity outcomes described in this policy and the District's Educational Equity Action Plan.

**Equity lens** shall mean an intentional focus on assessing any inequitable impact the execution of a program, practice, operation, decision or action may have on a student or group of students.

**Explicit bias** shall mean the actions, attitudes and beliefs we have about a person or group on a conscious level.

**Gender**, for purposes of this policy, shall mean the range of characteristics pertaining to, and differentiating between, masculinity and femininity, including a person's gender identity and gender expression which includes a person's internal sense



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of being male, female, some combination of male and female or neither male nor female.

**Implicit bias** shall mean the actions, attitudes or stereotypes that affect our understanding, actions and decisions in a subconscious manner.

**Inclusion** shall mean engaging, valuing and respecting all groups (students, person(s) in parental relation, community members, administrators, instructional and support personnel and other education stakeholders) and including all groups as essential partners in the education process.

**Opportunity gaps** shall mean the disparities in the delivery of educational and extracurricular opportunities, funding and other resources between and among different student groups, leading to different academic, extracurricular, social and economic outcomes for students.

**Section 3**

**Authority**

The Board is committed to the provision of an equitable education system that reflects the principles of fairness and justice for all students regardless of gender, race, ethnicity, socio-economic status, English learner status, disability, and other characteristics, as well as the intersection of those characteristics.

Pol. 100, 103, 103.1, 105, 112, 113, 113.2, 114, 115, 116, 121, 122, 123, 124, 140, 146, 217, 218, 233, 249, 602, 603, 604, 833, 850, 917, 918

**Section 4**

**Delegation of Responsibility**

The Superintendent and/or designee(s) shall use an equity lens and quantitative and qualitative data to assess systematically which students and/or student groups are experiencing the least achievement, determine why, and target resources and efforts to address identified needs and improve overall outcomes.

Each school employee shall be expected to conduct themselves in a manner consistent with the principles of this policy and for fostering a school climate that is equity focused and culturally responsive. Employees shall receive supports in the form of training regarding cultural competency, cultural proficiency,

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cultural responsiveness, implicit bias, explicit bias, diversity and inclusion.

Educational Equity Audit

The Superintendent or designee(s) shall annually conduct an audit to benchmark educational equity in school and district-wide achievement and opportunities.

Educational Equity Action Plan

The Superintendent and designee(s) shall develop and annually update the District's Educational Equity Action Plan with clear accountability goals and metrics to address inequities. The Educational Equity Action Plan shall be reflective of the voices of administrators, teachers, staff, students, families and members of the community.

The Educational Equity Action Plan shall:

1. Embed equity practices throughout the District's educational system.
2. Include equity goals and practices in the District's comprehensive planning strategies.
3. Ensure performance observations encompass consideration of the expectations and goals of this policy.

Pol. 100

Educational Equity Update

The Superintendent shall annually provide an educational equity update to the Board that reflects the efforts undertaken and progress made to achieve the goals of this policy.

Based on the equity goals and activities set by the District, the educational equity update may include data on:

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*Students -*

The following student-related data shall be disaggregated and intersected by gender, race, ethnicity, socio-economic status, English learner status and disability whenever possible:

1. Enrollment of each school.
2. Achievement indicators.
3. Attendance and behavior indicators. Such indicators may include data regarding excused and unexcused absences, out-of-school suspension, in-school suspension, alternative education enrollment, the Office for Safe Schools reports, expulsion and other school discipline factors.
4. Opportunity indicators. Such indicators may include enrollment in gifted programs, advanced placement classes, honors classes, career and technical education and participation in extracurricular programs and activities.

*Administrators, Teachers and Staff -*

The race, ethnicity, gender and years of experience of support staff, teachers, building administrators and district administration.

1. Efforts to recruit and select personnel.
2. The ways in which professional development at each school is delivered through an equity lens.
3. Efforts to embed cultural responsiveness into the curriculum.

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*Resource Allocation -*

1. Fiscal – locally controlled budgetary considerations.
2. Operational – programs, services and personnel considerations.
3. Structural – facility and organizational considerations.

Annually, at the beginning of the budget process, the Board shall review the most recent educational equity update in conjunction with the current Educational Equity Action Plan to consider resource allocations in support of the District’s commitment to educational equity.

**Section 5**

**Guidelines**

Educational equity shall serve as the foundational structure upon which all aspects of the District’s educational system are built and maintained. An equity-focused structure is essential to grow knowledge and skills, provide necessary resources, include diverse voices, promote accountability, implement effective practices, produce partnerships and address barriers to learning and participation. In the pursuit of educational equity for all students, district programs, operations and functions shall be structured to prioritize the following guiding principles:

**Multiple Pathways to Success/High Expectations**

The District shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement and excellence from each student.

All students shall be encouraged and provided opportunities to:

1. Pursue their goals and interests without regard to biases and other barriers.
2. Enroll in challenging programs.
3. Participate in school activities and interscholastic athletics.

Pol. 217

Pol. 103.1, 114,  
115, 122, 123, 124

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Access to Equitable Resources

Each student shall be provided equitable access to instructional materials, assessments, curriculum, support, facilities, teaching practices and other educational resources and services that reflect an appreciation for the diverse cultural perspectives, identities and needs of students and their families by strategically differentiating allocations as necessary to remove barriers and improve outcomes.

Pol. 100, 103, 103.1, 105, 112, 113, 114, 115, 116, 121, 124, 140, 146, 249, 602, 603, 604, 833, 850

Welcoming and Inclusive Environment

The District shall strive to create a welcoming, inclusive and bias-free culture and environment that values, reflects and is responsive to the diversity of the students, their families and the community.

Pol. 103, 103.1, 104, 256, 917, 918

Respectful and civil discourse and interactions among all district leaders, staff, students, families and community members shall be expected at all times.

Partnerships and Inclusion

The District shall welcome and empower students and families, including but not limited to, families of color, low-income families, individuals with disabilities, individuals whose first language may not be English and other underrepresented groups, as essential partners in their student's educational experiences, school planning and district decision-making. The District shall provide multiple and flexible opportunities for dialogue and engagement with families and communities.

Pol. 917, 918

In addition, the District shall include other partners who have modeled culturally proficient practices, such as government agencies, nonprofit organizations, businesses, institutions of higher learning and the general community in meeting equitable educational outcomes.

Data Focused

To make informed decisions in the pursuit of educational equity, the District shall systematically use quantitative and qualitative district-wide and school-level data. Such data may include

Pol. 235.1

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anecdotal information from teachers and staff, as well as formally collected and reported data. Data shall be disaggregated and intersected, where feasible, based on available demographics.

Equity Lens

The District shall, as a continuous practice, review current and newly developed policies, administrative regulations, practices, programs, procedures, professional development and locally controlled budget allocations with an equity lens.

Cultural Proficiency

The District shall provide instructional materials and assessments, and promote teaching practices, that reflect and are responsive to the diverse cultural perspectives and identities of students and their families.

The District's curriculum shall:

1. Promote equity and respect.
2. Reflect the distinctive contributions of a diverse society.
3. Embed culturally responsive teaching and practices.
4. Provide opportunities for staff and students to develop and model cultural proficiency.

Workforce Diversity

The District recognizes the benefits of a highly effective workforce that reflects racial, gender and linguistic diversity.

In the promotion of workplace diversity, the District shall strive to:

1. Maintain an employment process that is free of discrimination and bias.

Pol. 850

Pol. 104, 850

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2. Identify and address barriers to the recruitment, hiring, retention, development and promotion of district employees from diverse backgrounds.
3. Actively recruit and/or promote highly qualified candidates who are committed to educational equity.

Professional Development

The District shall ensure the provision of professional development opportunities for advancement of employees' understanding and skill sets relative to addressing barriers to students' opportunities. An equity lens shall be embedded in all professional development.

Professional development shall foster the skills, knowledge and beliefs to cultivate equity, including cultural proficiency, social-emotional learning and mental health to create a learning environment that is student-centered and meets the individual and diverse needs of students.

References:

Board Policy – 100, 103, 103.1, 104, 105, 112, 113, 113.2, 114, 115, 116, 121, 122, 123, 124, 140, 146, 217, 218, 233, 235.1, 249, 256, 602, 603, 604, 833, 850, 917, 918

Pol. 833