



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

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION  
TUESDAY, MAY 11, 2021  
7:00 PM**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, MAY 18, 2021  
7:00 PM**

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

**May 11, 2021 – Work Session**

**7:00 PM      Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Proposed Final Budget PowerPoint Presentation – Mr. Kubiak**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

**May 18, 2021 – 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**

**May 18, 2021**

**Mrs. Theresa Lydon**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of April 13, 2021, the Business/Legislative Minutes of April 20, 2021 and the Special Voting Minutes of April 23, 2021.

### **II. NOMINATION FOR OFFICE OF TREASURER**

It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one-year term beginning July 1, 2021.

## **FOR INFORMATION ONLY**

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs

### **V. EXECUTIVE SESSION**

# **SUPERINTENDENT'S REPORT**

**May 18 2021**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. ADOPTION OF THE REVISED 2021/2022 SCHOOL YEAR CALENDAR**

It is recommended that the Board adopt the revised 2021/2022 school year calendar as presented by the Superintendent (*Pages 6-7*).

### **II. SECOND READING POLICY 835: FAMILY AND MEDICAL LEAVE**

It is recommended that the Board approve the SECOND READING of Policy 835: *Family and Medical Leave*.

### **III. SECOND READING POLICY 857.1: HIV INFECTION**

It is recommended that the Board approve the SECOND READING of Policy 857.1: *HIV Infection*.

### **IV. SECOND READING POLICY 870: OUTSIDE ACTIVITIES**

It is recommended that the Board approve the SECOND READING of Policy 870: *Outside Activities*.

### **V. SECOND READING POLICY 872: POLITICAL ACTIVITIES**

It is recommended that the Board approve the SECOND READING of Policy 872: *Political Activities*.

### **VI. SECOND READING POLICY 874: PERSONNEL FILES**

It is recommended that the Board approve the SECOND READING of Policy 874: *Personnel Files*.

### **VII. SECOND READING POLICY 875: DRESS AND GROOMING**

It is recommended that the Board approve the SECOND READING of Policy 875: *Dress and Grooming*.

### **VIII. SECOND READING POLICY 876: HEALTH SABBATICAL LEAVE**

It is recommended that the Board approve the SECOND READING of Policy 876: *Health Sabbatical Leave*.

### **IX. SECOND READING POLICY 876-AR-1: REQUEST FOR HEALTH SABBATICAL LEAVE**

It is recommended that the Board approve the SECOND READING of Policy 876-AR-1: *Request for Health Sabbatical Leave*.

## **X. REMOVAL OF POLICIES**

It is recommended that the Board approve the removal of the following policies:

Policy 331: *Job Related Expenses*

Policy 431: *Job Related Expenses*

Policy 440: *Responsibility of Staff for Student Welfare*

Policy 531: *Job Related Expenses*

**KEYSTONE OAKS SCHOOL DISTRICT**  
**2021-2022 SCHOOL CALENDAR**  
**REVISED MAY 2021**

August 2021				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	(25)	(26)	(27)
30	31			

September 2021				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
Mo	Tu	We	Th	Fr
(1)	(2)	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
(17)	18	19	20	(21)
24	25	26	27	28
31				

February 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	(31)	

April 2022				
Mo	Tu	We	Th	Fr
				(1)
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	(17)	18	19	20
23	24	25	26	27
30	31			

June 2022				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	(10)
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30



First & Last Student Day



Early Dismissal(s) for Students  
 (Professional Development/Act 80 for Staff)



Early Dismissal(s) for Students



Professional Development and/or Clerical



Holiday Dates – No School

— Kennywood Picnic

**KEYSTONE OAKS SCHOOL DISTRICT  
2021-2022 SCHOOL CALENDAR  
REVISED MAY 2021**

**STUDENT / TEACHER DAYS**

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 25, 26	Professional Development			
August 27	Clerical			
August 30	First Day for Students	August	2	5
September 6	Labor Day (No School)	September	21	21
		October	21	21
November 1	Professional Development/Conferences			
November 2	Professional Development/Clerical			
November 25 - 29	Thanksgiving Vacation (No School)	November	17	19
December 24-31	Winter Recess (No School)	December	17	17
January 17	Professional Development			
January 21	Clerical	January	19	21
February 21	Presidents' Day (No School)	February	19	19
March 31	Professional Development	March	22	23
April 1	Professional Development/Clerical			
April 14 - 18	Spring Break	April	17	18
May 17	Professional Development			
May 30	Memorial Day (No School)	May	20	21
June 9	Last Day for Students			
June 10	Graduation			
June 10	Last Day for Teachers; Clerical	June	7	8
			<u>182</u>	<u>193</u>

**FACULTY DAYS**

August 25, 26	Professional Development
August 27	Clerical
November 1	Parent Conferences/Professional Development
November 2	Professional Development/Clerical
January 21	Clerical
March 31	Professional Development
April 1	Professional Development/Clerical
May 17	Professional Development
June 10	Clerical

**PARAPROFESSIONAL DAYS**

August 25	Professional Development
August 26	Professional Development
November 2	Training

**Kennywood Picnic**

To Be Determined

**END OF GRADING PERIODS**

October 29, 2021	End of First Grading Period
January 20, 2022	End of Second Grading Period
March 30, 2022	End of Third Grading Period
June 9, 2022	End of Fourth Grading Period

# EDUCATION REPORT

May 18, 2021

Mrs. Theresa Lydon, Chairperson

## **BOARD ACTION REQUESTED**

### **I. TEXTBOOKS ON DISPLAY**

The Administration recommends that the Board approve the following textbooks be placed on display for 30 days:

<b><u>Textbook</u></b>	<b><u>Publisher</u></b>
<i>Big Ideas Math: A Common Core Curriculum: Algebra 2</i> , 2021 (includes six (6) year digital access)	Cengage Learning
<i>Big Ideas Math: A Common Core Curriculum: Algebra 1</i> , 2021 (includes six (6) year digital access)	Cengage Learning
<i>Big Ideas Math: A Common Core Curriculum: Geometry</i> , 2021 (includes six (6) year digital access)	Cengage Learning
<i>Introduction to Personal Finance</i> , 2019 (with six (6) year digital subscription) (Business Math Course)	Harcourt
<i>Impact Social Studies: Communities</i> (Third Grade) (with five (5) year digital access)	McGraw Hill
<i>Impact Social Studies: Regions of the United States</i> (Fourth Grade) (with five (5) year digital access)	McGraw Hill
<i>Impact Social Studies: U.S. History</i> (Fifth Grade) (with five (5) year digital access)	McGraw Hill

### **For Information Only**

All textbooks will be available to review upon requests made to Dr. Shannon Varley, following all social distancing protocols.

All costs will be paid from ESSER 2 Grant



# FINANCE REPORT

May 18, 2021

Ms. Raeann Lindsey, Chairperson

## **BOARD ACTION REQUESTED**

### **I. APPROVAL OF THE 2021/2022 PROPOSED FINAL BUDGET**

The Administration recommends the adoption of the 2021/2022 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 19, 2021.

#### For Information Only

At this time, the 2021/2022 Proposed Final Budget is estimated at expenditures of \$ \_\_\_\_\_. The expected revenues will be \$ \_\_\_\_\_ with the levying of \_\_\_\_\_ mills. The approval of the 2021/2022 Final General Budget is scheduled for June 22, 2021.

### **II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2021**

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

A. General Fund as of April 30, 2021 (Check No. 64176-64356)	\$1,316,258.81
B. Food Service Fund as of April 30, 2021 (Check No. 9553-9557)	\$11,748.71
C. Athletics as of April 30, 2021 (Check No. 3257-3260)	\$803.53
D. Capital Reserve as of April 30, 2021 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,328,811.05</b>

**FOR INFORMATION ONLY****I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020-2021 BUDGET TOTAL</b>	<b>2020-2021 10 MONTH APRIL/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,055,241	\$ 29,452,019	\$ 396,778
7000	State Revenue Sources	\$ 12,349,006	\$ 7,307,658	\$ (5,041,348)
8000	Federal Revenue Sources	\$ 946,330	\$ 674,988	\$ (271,342)
<b>Total Revenue</b>		<b>\$ 42,350,577</b>	<b>\$ 37,434,665</b>	<b>\$ (4,915,912)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,502,435	\$ 11,356,843	\$ 6,145,592
200	Benefits	\$ 10,794,110	\$ 7,400,384	\$ 3,393,726
300	Professional/Technical Services	\$ 1,863,096	\$ 1,227,048	\$ 636,048
400	Property Services	\$ 1,124,200	\$ 831,429	\$ 292,771
500	Other Services	\$ 5,242,271	\$ 3,755,971	\$ 1,486,300
600	Supplies/Books	\$ 1,334,927	\$ 1,245,574	\$ 89,353
700	Equipment/Property	\$ 328,850	\$ 993,095	\$ (664,245)
800	Other Objects	\$ 490,420	\$ 463,535	\$ 26,885
900	Other Financial Uses	\$ 4,500,000	\$ 4,534,325	\$ (34,325)
<b>Total Expenditures</b>		<b>\$ 43,180,309</b>	<b>\$ 31,808,204</b>	<b>\$ 11,372,105</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (829,732)</b>	<b>\$ 5,626,461</b>	<b>\$ 6,456,193</b>
<b>Other Financing Sources/(Uses)</b>				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2021**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 4/1/2021	\$ 70,673.31	\$ 10,064.25
Deposits	\$ 3,704.57	\$ 1.13
Subtotal	\$ 74,377.88	\$ 10,065.38
Expenditures	\$ 1,068.44	\$ 1,396.64
Cash Balance - 4/30/2021	\$ 73,309.44	\$ 8,668.74

**III. BANK BALANCES****BANK BALANCES PER STATEMENT AS OF APRIL 30, 2021**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 2,173,306
PAYROLL (pass-thru account)	\$ 18,514
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 8,669
PLGIT	\$ 4,998,912
FNB MONEY MARKET	\$ 3,500,944
PSDLAF	\$ 162,295
INVEST PROGRAM	\$ 181,718
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,986,538
COMPENSATED ABSENCES	\$ 430,538
	<b>\$ 13,461,434</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 141,547
PLGIT	\$ 39,974
	<b>\$ 181,521</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 44,652
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<b>\$ 45,453</b>
<b>GRAND TOTAL</b>	<b>\$ 13,688,408</b>

# ACTIVITIES & ATHLETICS REPORT

May 18, 2021

Mr. Thomas LaPorte, Chairperson

## **BOARD ACTION REQUESTED**

### **I. APPROVAL OF ACTIVITIES FOR THE 2021/2022 SCHOOL YEAR**

Per Policy 122: *Extracurricular Activities*, it is recommended that the Board approve the following activities for the 2021/2022 school year:

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

Varieties  
Yearbook (HS)  
Yearbook (MS)

## **II. APPROVAL OF INTERSCHOLASTIC ATHLETICS THE 2021/2022 SCHOOL YEAR**

Per Policy 123: *Interscholastic Athletics*, it is recommended that the Board approve the following Interscholastic Athletics for the 2021/2022 school year:

### **Fall**

Boys Soccer (MS)  
Boys Soccer (HS)  
Cross Country (MS)  
Cross Country (HS)  
Dance Team  
Girls Soccer (MS)  
Girls Soccer (HS)  
Girls Tennis (HS)  
Girls Volleyball (HS)  
Golf (HS)  
Football (MS)  
Football (HS)  
Swimming (MS)

### **Winter**

Boys Basketball (MS)  
Boys Basketball (HS)  
Girls Basketball (MS)  
Girls Basketball (HS)  
Girls Volleyball (MS)  
Swimming & Diving (HS)  
Wrestling (MS)  
Wrestling (HS)  
Wrestling (MS)

### **Spring**

Baseball (HS)  
Boys Tennis (HS)  
Softball (MS)  
Softball (HS)  
Track & Field (MS)  
Track & Field (HS)

# Policy Guide

Policy No. 835Section OPERATIONSTitle FAMILY AND MEDICAL LEAVEAdopted AUGUST 21, 1989Last Revised ~~NOVEMBER 21, 2013;~~  
OCTOBER 18, 1999

POLICY NO. 835 FAMILY AND MEDICAL LEAVE		
<b><del>This Policy supersedes Policies 335 and 435.</del></b>		
Section 1	<p><u>Authority</u><del>Purpose</del></p> <p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p> <p><del>The purpose of this policy is to address specific leave of absence issues and to ensure the District's compliance with the Family and Medical Leave Act of 1993, hereinafter referred to as FMLA.</del></p>	<p>29 U.S.C. 2601 et seq 29 CFR Part 825</p> <p>29 USCA § 2601 et seq.</p>
Section 2	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and disseminate administrative <del>regulations</del> <u>guidelines</u> <del>to implement FMLA leave for eligible employees. leaves and shall ensure the District's compliance with the FMLA. Although implementing the guidelines is the responsibility of the Superintendent, the guidelines must adhere to the basic principles of the FMLA.</del></p> <p>The District shall post, in conspicuous places in the District customarily used for notices to employees and applicants, a</p>	<p>29 U.S.C. 2619</p>

Section 3	<p style="text-align: center;"><b>POLICY NO. 835</b> <b>FAMILY AND MEDICAL LEAVE</b></p> <p>notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Director of Finance and Human Resources.</p> <p><b><u>Guidelines</u></b></p> <p><del>Required notices shall be posted by the District.</del></p> <p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.</p> <p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member.</p> <p><del>Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request, whenever an employee requests an FMLA leave, and whenever the District designates a leave as an FMLA leave.</del></p> <p><del>All requests for leave, both FMLA leave and non FMLA leave, shall be made in writing on a District form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.</del></p> <p><del>If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, District Policy or statutory mandate, the employee may utilize such leave during the FMLA leave at his/her discretion.</del></p>	
		<p>29 U.S.C. 2611, 2612</p> <p>29 U.S.C. 2612</p> <p>29 U.S.C. 2612</p>

**POLICY NO. 835  
FAMILY AND MEDICAL LEAVE**

~~Medical certification forms shall be required whenever allowed or authorized by the FMLA.~~

~~Employees shall be required to provide a fitness for duty certificate from a qualified medical professional upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employee has taken a paid leave concurrent with the FMLA leave and District Policy and practice has not required a fitness for duty certificate to be provided.~~

~~Seniority shall accrue for all purposes during FMLA leaves and credit shall be given during FMLA leaves for accruals and other leaves, subject to any applicable collective bargaining agreement or statutory provisions to the contrary.~~

~~For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave in any twelve (12) month period, the District shall utilize a rolling twelve-month period measured backwards from the date leave is used, to determine if an employee has exhausted their FMLA leave in any twelve-month period. avoid stacking of back to back leave entitlements.~~

~~When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.~~

~~For all other purposes, calculation of the twelve (12) month period of eligibility for FMLA leave shall be according to law, subject to any applicable collective bargaining agreement provisions.~~

~~An employee will be denied intermittent leave or leave on a reduced schedule to care for an immediate family member with a serious health condition, as defined by the FMLA, or if the employee has a serious health condition, when:~~

- ~~1. The employee fails to establish through medical certification that there is a medical need for such a leave,~~

29 CFR 825.200

29 U.S.C. 2612



	<p style="text-align: center;"><b>POLICY NO. 835</b> <b>FAMILY AND MEDICAL LEAVE</b></p> <p><del>as distinguished from voluntary treatments and procedures.</del></p> <p><del>2. The employee fails to establish through medical certification that it is medically necessary for the leave to be taken intermittently or on a reduced leave schedule.</del></p> <p><del>Eligibility for an FMLA leave shall be based entirely on the criteria established by the FMLA. This Policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by law.</del></p> <p><del>Instructional employees may be required to continue FMLA leave to the beginning of a grading period or term if conditions of leave are those specified in the FMLA.</del></p> <p>Previously Revised: November 21, 2013; October 18, 1999</p> <p>References:</p> <p>Family and Medical Leave – 29 U.S.C. Sec. 2601 et seq, 2611, 2612, 2619</p> <p>Family and Medical Leave Act of 1993 – 29 CFR Part 825, 825.200</p>	
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# Policy Guide

Policy No. 857.1Section OPERATIONSTitle HIV INFECTION

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 857.1 HIV INFECTION</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 314.1, 414.1 AND 514.1.</b></p> <p><b>Section 1</b>     <b><u>Purpose</u></b></p> <p>The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the District.</p> <p><b>Section 2</b>     <b><u>Authority</u></b></p> <p><b>AIDS</b> – Acquired Immune Deficiency Syndrome.</p> <p><b>HIV Infection</b> – refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>Infected employee</b> – refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.</p> <p><b>Section 3</b>     <b><u>Authority</u></b></p> <p>The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.</p> <p>The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.</p>	<p>35 P.S. 7603</p> <p>SC 510 Pol. 104, 834, 835, 839</p>
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	<p style="text-align: center;"><b>POLICY NO. 857.1 HIV INFECTION</b></p> <p><b>Section 4</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.</p> <p>All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p> <p>Building principals shall notify district employees, students and persons in parental relation about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.</p> <p><b>Section 5</b>     <b><u>Guidelines</u></b></p> <p><b><u>Confidentiality</u></b></p> <p>District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p><b><u>Infection Control</u></b></p> <p>Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The District shall maintain reasonably accessible equipment and supplies necessary for infection control.</p>	<p>Pol. 104</p> <p>Pol. 104, 834, 835, 839</p> <p>35 P.S. 7607</p>
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	<p style="text-align: center;"><b>POLICY NO. 857.1</b> <b>HIV INFECTION</b></p> <p>Employees shall notify the building principal and the school nurse of all incidents of exposure to bodily fluids.</p> <p><u>Staff Development</u></p> <p>The District will educate employees on universal precautions related to infectious disease exposure.</p> <p>Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.</p> <p>Board Policy – 104, 834, 835, 839</p>	
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# Policy Guide



Policy No. 872

Section OPERATIONS

Title POLITICAL ACTIVITIES

Adopted \_\_\_\_\_

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

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 872 POLITICAL ACTIVITIES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 321 AND 421.</b></p> <p><b><u>Authority</u></b></p> <p>The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.</p> <p>Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> <li>1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.</li> <li>2. Conduct of student elections and connected campaigning.</li> <li>3. Conduct of employee representative elections.</li> </ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>	<p>SC 510</p>
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# Policy Guide

Policy No. 874Section OPERATIONSTitle PERSONNEL FILES

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 874 PERSONNEL FILES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 324, 424, AND 524.</b></p> <p><b>Section 1</b>     <u><b>Authority</b></u></p> <p>Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the District.</p> <p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p> <p><b>Section 2</b>     <u><b>Delegation of Responsibility</b></u></p> <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p><b>Section 3</b>     <u><b>Guidelines</b></u></p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file. Confidential financial information such as credit card number, social security number or bank</p>	<p>SC 510</p> <p>42 U.S.C. 2000ff et seq, 12112</p>
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	<p style="text-align: center;"><b>POLICY NO. 874</b> <b>PERSONNEL FILES</b></p> <p>account info shall not be included in the employee's personnel file.</p> <p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board. At least three (3) Board members must approve the review of a specific personnel file and provide the reason for which they are seeking review. The entire Board shall be notified as well as the Solicitor prior to review of any file. The file review should only occur at an agreed upon time where any Board member wishing to be present can be, within reason.</p> <p>Personnel files shall be reviewed at intervals established by the District, and material no longer required shall be destroyed.</p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p><u>Title I Schools</u></p> <p>In accordance with law, the District shall release to persons in parental relation, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The District shall annually notify persons in parental relation at the beginning of the school year about their right to request such information.</p> <p>The District shall notify persons in parental relation of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>	<p>Pol. 826</p> <p>43 P.S. 1321, 1322</p> <p>20 U.S.C. 6311, 7801 22 PA Code 403.4 Pol. 850</p> <p>20 U.S.C. 6311, 7801 22 PA Code 403.4</p>
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	<p style="text-align: center;"><b>POLICY NO. 874</b> <b>PERSONNEL FILES</b></p> <p>In accordance with law, the District shall release to persons in parental relation, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The District shall annually notify persons in parental relation at the beginning of the school year about their right to request such information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.4, 403.5</p> <p>Elementary and Secondary Education Act – 20 U.S.C. Sec. 6311, 7801</p> <p>Federal Anti-Discrimination and Civil Rights Laws – 42 U.S.C. Sec. 2000ff et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12112</p> <p>Inspection of Employee Records – 43 P.S. Sec. 1321, 1322</p> <p>Board Policy – 826, 850</p>	<p>20 U.S.C. 6311 22 PA Code 403.5 Pol. 850</p>
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 875

Section PUPILS

Title DRESS AND GROOMING

Adopted \_\_\_\_\_

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

<b>Section 1</b>	<p style="text-align: center;"><b>POLICY NO. 875</b> <b>DRESS AND GROOMING</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 325, 425, AND 525.</b></p> <p><b><u>Authority</u></b></p> <p>Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the District's programs and operations.</p> <p>The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.</p> <p>When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities. Employees must wear ID badges visibly while on school premises or while performing any district duties.</p> <p>Dress is also to be in compliance with all health and safety issues as it relates to job assignment and district responsibilities.</p> <p>Employees may be required to wear a designated uniform as outlined in staff handbooks and/or collective bargaining agreements. Employees must utilize required safety gear when performing assigned duties.</p>	SC 510
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**POLICY NO. 875  
DRESS AND GROOMING**

**Section 4**

**Delegation of Responsibility**

If an employee feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request should be made to the Director of Finance and Human Resources.

**References:**

School Code – 24 P.S. Sec. 510

# Policy Guide

Policy No. 876Section OPERATIONSTitle HEALTH SABBATICAL LEAVE

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 876</b> <b>HEALTH SABBATICAL LEAVE</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 338 AND 438.</b></p> <p><b>Section 1</b>      <b><u>Authority</u></b></p> <p>This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.</p> <p>Leave for the purpose of professional development is covered in Board Policy <i>Compensated Professional Leave</i>.</p> <p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p> <p><b>Section 2</b>      <b><u>Guidelines</u></b></p> <p><b><u>Eligibility</u></b></p> <p>To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in the District.</p>	<p>Pol. 838.1</p> <p>SC 1166</p> <p>SC 1166</p>
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	<p style="text-align: center;"><b>POLICY NO. 876</b> <b>HEALTH SABBATICAL LEAVE</b></p> <p>A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> <p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form (876-AR-1) and forwarded with medical documentation to the Superintendent or designee as soon as possible.</p> <p>The Director of Finance and Human Resources shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from their physician.</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to their ability to return to employment.</p> <p>The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the District immediately</p>	<p>SC 1166</p> <p>SC 1167</p> <p>SC 1171</p> <p>SC 1171</p> <p>SC 1168</p>
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	<p style="text-align: center;"><b>POLICY NO. 876</b> <b>HEALTH SABBATICAL LEAVE</b></p> <p>following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p>The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p> <p><u>Compensation</u></p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which they would have been entitled had the employee not taken leave.</p> <p>While on sabbatical leave, the employee shall not be entitled to insurance benefits unless the employee pays the premiums and the insurance carrier approves.</p> <p>A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on sabbatical leave.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1166, 1167, 1171, 1168, 1169, 1170</p> <p>Board Policy – Pol. 838.1</p>	<p>SC 1169</p> <p>SC 1166</p>
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**KEYSTONE OAKS SCHOOL DISTRICT**  
**LEAVE OF ABSENCE FOR RESTORATION OF HEALTH**

*In compliance with Act 66 of 1996, sabbatical leaves can only be granted for the restoration of health.*

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**BUILDING** \_\_\_\_\_

**POSITION** \_\_\_\_\_

1. *Have you completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional, or administrative staff in the public school system of the Commonwealth of Pennsylvania?*

☐ YES

☐ NO

2. *Have you completed five (5) consecutive years of service in the Keystone Oaks School District?*

☐ YES

☐ NO

3. *Are you requesting this leave of absence for professional development for the specific and sole purpose of restoration of health?*

☐ YES

☐ NO

4. *Are you requesting a leave of absence for restoration of health for a period of:*

*Half of school term:* ☐ *First Semester* ☐ *Second Semester*

*Full school term:* ☐

*Two half-school terms during a period of two years* ☐

5. *Have you, in any point of your professional employment, requested and were granted a previous leave of absence for any purpose?*

☐ YES

☐ NO

*If yes, please state the year and reason.*

\_\_\_\_\_

**KEYSTONE OAKS SCHOOL DISTRICT**

**RETURN TO EMPLOYMENT**

*In compliance with Act 66 of 1996*

**Section 1168. Return to Employment**

- A. No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of time not less than one school term immediately following such leave of absence.
- B. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.
- C. If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.
- D. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

**I have read the above statements and fully understand the terms of "Return to Employment."**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**



## SABBATICAL LEAVE FORM

Please attach to this form your physician's statement describing your:

- A. diagnosis;
- B. prognosis; and
- C. specific recommendation for sabbatical leave

Your physician's name, address, and phone number must be clearly identified on the statement.

*Any change to your health status that would affect the conditions of your sabbatical, it is incumbent upon you to notify the Personnel Office.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Office Signature

\_\_\_\_\_  
Date

<p><i>Please submit your request to the Personnel Office. No requests for sabbatical leave will be processed without all of the above information completed and this form properly signed.</i></p>
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