



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, JUNE 16, 2020
7:00 PM**

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

June 16, 2020– Business/Legislative

7:00 PM Meeting

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

August 11, 2020 – Work Session

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

June 16, 2020

Ms. Patricia A. Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Special Voting Meeting/Work Session Minutes of May 12, 2020 and the Business/Legislative Minutes of May 19, 2020.

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 2020/2021 school year subject to retroactive approval by the Board.

III. FURLOUGH AGREEMENT

It is recommended that the Board approve the Furlough Agreement with Employee #4723 effective June 30, 2020.

VI. SUPERINTENDENT'S COMPENSATION 2020/2021

It is recommended that the Board accept Dr. Stropkaj's offer to not take a salary increase for the 2020/2021 school year.

For Information Only

Dr. Stropkaj made this public during the April 21, 2020 Board of School Directors Business/Legislative Meeting. Dr. Stropkaj's salary for the 2020/2021 school year will \$162,477 which is the same as the 2019/2020 school year.

V. MEMORANDUM OF UNDERSTANDING WITH ACT 93

It is recommended that the Board approve the MOU with the members of the Keystone Oaks Act 93 Compensation Plan effective July 1, 2020.

For Information Only

The Administrators and Supervisors covered under this Plan have agreed to take a salary freeze effective January 1, 2021 through December 31, 2021. Their last salary increases were effective July 1, 2020 through December 31, 2020.

VI. MEMORANDUM OF UNDERSTANDING – COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS

It is recommended that the Board approve the MOU with Sarah Welch, effective July 1, 2020.

For Information Only

Mrs. Welch has agreed to a salary freeze for the 2020/2021 school year.

VII. MEMORANDUM OF UNDERSTANDING – TECHNOLOGY INTEGRATION SPECIALIST

It is recommended that the Board approve the MOU with Carol Persin, effective July 1, 2020.

For Information Only

Mrs. Persin has agreed to a salary freeze for the 2020/2021 school year.

VIII. ADDITION TO ACT 93 COMPENSATION PLAN

It is recommended that the Board approve the addition of the position of Director of Buildings, Grounds & Transportation as part of the ACT 93 Compensation Plan.

IX. PANDEMIC COORDINATOR AND CORE TEAM

It is recommended that the Board approve Suzanne Lochie as Pandemic Coordinator and the following individuals as members of the core pandemic team: Mrs. Welch – Coordinator of Communications and Public Relations, Mr. Lloyd – Director of Food Service, and Mr. Lyon – Director of Buildings, Grounds, and Transportation.

For Information Only

All members of the Recovery Team, which was established by Dr. Stropkaj in preparation for the 2020/2021 school year, will also serve as members of the pandemic team. In addition to Dr. Stropkaj and the core pandemic team, the Recovery Team includes the following individuals:

Dr. Stropkaj	Superintendent
Mr. Kubiak	Business Manager and soon to be Director of Finance and Human Resources as of July 1, 2020
Dr. Varley	Director of Curriculum Instruction Assessment and Staff Development
Mr. Smith	Director of Technology
Ms. Burns	Director of Special Education
Mrs. Donahue	Board Member and Parent
Ms. Lindsey	Board Member and Parent
Mrs. Fritz	High School Nurse
Mr. Vanucci	Director of Project Succeed
Mr. Elphinstone	Athletic Director
Mr. Gallagher	Teacher and President of KOEA

Ms. Harvilla	School Counselor
Ms. Lucas	Secretary and President of KOESPA
Mr. Petruzzi	Custodian and President of local SEIU
Mr. Samstag	Allegheny Intermediate Unit
Ms. Hunter	Chartiers Center
Mr. Reedy	UPMC Trainer
Mr. Karobinos	UPMC Trainer
Mrs. Cerminara	Parent
Mrs. Cesario	Parent
Mrs. Stahl	Parent
Mrs. Lugaila	Parent

FOR INFORMATION ONLY

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

SUPERINTENDENT'S REPORT

June 16, 2020

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. DIRECTOR OF FINANCE AND HUMAN RESOURCES

The Administration recommends the Board approve **Joseph Kubiak** as Director of Finance and Human Resources effective July 1, 2020 at a salary of \$84,642.00.

For Information Only

Mr. Kubiak is being promoted from Business Manager to Director of Finance and Human Resources. Mr. Kubiak was hired as the Accountant for the District in April 2017.

II. HIGH SCHOOL PRINCIPAL

The Administration recommends the Board approve **Michael Linnert** as High School Principal effective July 1, 2020 at a salary of \$94,096.00.

For Information Only

Mr. Linnert is being promoted from Acting High School Principal to High School Principal. Mr. Linnert was hired as the Assistant High School Principal in September 2018.

III. BUSINESS OFFICE ACCOUNTANT

The Administration recommends the Board approve the employment of **Lois Murphy**, Business Office Accountant, for a term effective July 1, 2020 through June 2023, with a salary of \$48,000.

IV. CONFIDENTIAL EMPLOYEE COMPENSATION PLAN – CONTRACT

It is recommended that the Board approve the Confidential Employee Compensation Plan effective July 1, 2020 through June 30, 2025.

For Information Only

The members of the Confidential Employee Compensation Plan have agreed to a pay freeze for the 2020/2021 school year.

V. SYSTEMS ADMINISTRATOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Justin Talbert**, Systems Administrator, effective July 1, 2020 through June 30, 2023.

For Information Only

Mr. Talbert has agreed to a pay freeze for the 2020/2021 school year.

VI. CUSTODIAL SUPERVISOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Jack Priore**, Custodial Supervisor, effective July 1, 2020 through June 30, 2023.

For Information Only

Mr. Priore has agreed to a pay freeze for the 2020/2021 school year.

VII. FIRST SHIFT SUPERVISOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Jesse Jeznis**, First Shift Supervisor, effective July 1, 2020 through June 30, 2023.

For Information Only

Mr. Jeznis has agreed to a pay freeze for the 2020/2021 school year.

VIII. SECOND SHIFT SUPERVISOR – CONTRACT

It is recommended that the Board approve the renewed contract for **Michael Hurley**, Second Shift Supervisor, effective July 1, 2020 through June 30, 2023.

For Information Only

Mr. Hurley has agreed to a pay freeze for the 2020/2021 school year.

IX. COMPENSATIONS 2020/2021

1. Administrative Team’s Compensation 2020/2021

In compliance with each of the Administrative Teams’ Act 93 or individual contracts, it is recommended that the Board approve the following compensations for the 2020/2021 school year effective July 1, 2020:

<u>Name</u>	<u>Position</u>	<u>2020/2021 Salary</u>
Kevin Lloyd	Director of Food Service	\$74,171.70
John Lyon	Director of Buildings, Grounds &	\$105,992.55

Transportation

Beth Ann Padden	School Security Guard	\$37,683.58
Aaron Smith	Director of Technology	\$97,183.80
Sarah Welch	Coordinator of Communications & Public Relations	\$75,138.00

2. Custodial Supervisors Compensation 2020/2021

In compliance with each of the following Custodial Supervisors individual contracts, it is recommended that the Board approve the following compensations for the 2020/2021 school year effective July 1, 2020:

<u>Name</u>	<u>Position</u>	<u>2020/2021 Salary</u>
Michael Hurley	Second Shift Supervisor	\$45,258.00
Jesse Jeznis	First Shift Supervisor	\$49,496.00
John Priore	Custodial Supervisor	\$39,039.00

3. Information Technology Compensation 2020/2021

In compliance with each of the following individual contracts, it is recommended that the Board approve the following compensations for the 2020/2021 school year effective July 1, 2020:

<u>Name</u>	<u>Position</u>	<u>2020/2021 Salary</u>
William Black	Computer Support Specialist I	\$36,575.00
Anna Benvenuti	Technology Integration Specialist	\$46,589.24
Rebecca Kaminsky	PIMS Coordinator/Child Accounting Clerk	\$45.50/per hour (maximum of 1200 hours)
Carol Persin	Technology Integration Specialist	\$47,988.00
Justin Talbert	Systems Administrator	\$64,967.00

4. Confidential Administrative Assistant's Compensation 2020/2021

In compliance with the *Confidential Employee Compensation Plan*, it is recommended that the Board approve the following compensations for the 2020/2021 school year effective July 1, 2020:

<u>Name</u>	<u>Position</u>	<u>2020/2021 Salary</u>
Maureen Myers	Confidential Administrative Assistant	\$50,572.00
Karen Wong	Confidential Administrative Assistant	\$46,620.00

X. 2020/2021 CODES OF CONDUCT FOR STUDENTS

The Administration recommends that the Board approve the *2020/2021 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*.

XI. FIRST READING POLICY 105: CURRICULUM

It is recommended that the Board approve the FIRST READING of Policy 105: *Curriculum*.

XII. FIRST READING POLICY 127: ASSESSMENT SYSTEM

It is recommended that the Board approve the FIRST READING of Policy 127: *Assessment System*.

XIII. FIRST READING POLICY 137: HOME EDUCATION

It is recommended that the Board approve the FIRST READING of Policy 137: *Home Education*.

XIV. FIRST READING POLICY 137.1: EXTRACURRICULUAR PARTICIPATION BY HOME EDUCATION STUDENTS

It is recommended that the Board approve the FIRST READING of Policy 137.1: *Extracurricular Participation by Home Education Students*.

XV. FIRST READING POLICY 139: CHARTER SCHOOLS

It is recommended that the Board approve the FIRST READING of Policy 139: *Charter Schools*.

EDUCATION REPORT

June 16, 2020

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOK FOR THE 2020/2021 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbook for the 2020/2021 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>Environmental Science, AP</i> (includes 6 year online subscription)	Bedford, Freeman, and Worth	\$3,877.28 (22 copies @ \$176.24 each)

II. FLEXIBLE INSTRUCTIONAL DAYS APPLICATION

The Administration recommends that the Board approve the District's Flexible Instructional Days Application to the Pennsylvania Department of Education for the 2019/2020, 2020/2021 and 2021/2022 school years.

COMMUNICATIONS REPORT

June 16, 2020

Ms. Neely Crowell, Chairperson

BOARD ACTION REQUESTED

I. MARKETVOLT LLC AGREEMENT

It is recommended that the Board approve the agreement between MarketVolt LLC and the Keystone Oaks School District at a cost not to exceed \$660.00 for the 2020/2021 school year.

PUPIL PERSONNEL REPORT

June 16, 2020

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ST. ANTHONY POST-SECONDARY PROGRAM

The Administration recommends that the Board approve the Agreement between St. Anthony Post-Secondary Program and the Keystone Oaks School District from August 24, 2020 through June 25, 2021 at a cost not to exceed \$18,000.00.

II. THE DAY SCHOOL AT THE CHILDREN'S INSTITUTE – ESY AGREEMENT

The Administration recommends that the Board approve the Agreement between The Day School at the Children's Institute and the Keystone Oaks School District from June 17, 2020 until Tuesday, July 14, 2020 at a cost not to exceed \$4,000.00.

III. ACLD 2020 SUMMER LEARNING PROGRAM

The Administration recommends that the Board approve the Educational Services Contract and Agreement between ACLD 2020 Summer Learning Program and the Keystone Oaks School District from June 16, 2020 until July 3, 2020 at a cost not to exceed \$2,000.00.

PERSONNEL REPORT

June 16, 2020

Ms. Patricia A. Shaw, Co-Chairperson
Mr. Matthew Cesario, Co-Chairperson

BOARD ACTION REQUESTED

I. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
John Bruner	School Police Officer	June 30, 2020

II. APPOINTMENTS

1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Unit 2017-2020*, the Administration recommends the employment of:

Megan Disher

Speech Therapist – Districtwide
Salary - \$45,000.00 (M, Step 1)
Effective – August 19, 2020

Allison Reckless

Music – Middle School
Salary - \$50,000.00 (M, Step 6)
Effective – August 19, 2020

Matthew Rickert

Life Skills – High School
Salary - \$45,250.00 (B, Step 2)
Effective – August 19, 2020

2. Mental Health Therapist

It is recommended that the Board approve the employment of **Melissa Benincasa** as a Mental Health Therapists under the condition of the MOU between the District and the Keystone Oaks Education Association dated March 17, 2020. Ms. Benincasa's rate of pay is \$30.00/hour.

3. Addition to Stipend Amount

It is recommended that the Board approve the following stipends:

<u>Club</u>	<u>Sponsor</u>	<u>Additional Stipend</u>
Myrtle Best Friends Club	Daniel Galentine	\$708.89
	Nicole Niccolai	\$198.89
	Teresa Zimmerman	\$198.89
Myrtle Nature Club	Zachary Whitfield	\$86.67

For Information Only

These amounts represent adjustments to the stipends that were approved at the Business/Legislative Meeting on March 17, 2020.

III. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following **mentor teachers** be approved and receive payment for the 2019/2020 school year:

Year 1 Inductees

Aaron Colf	\$ 725.00
William Eibeck	\$ 725.00
Kimberly Gray	\$ 725.00
Jocelyn Hiber	\$ 725.00
Michelle McSwigan	\$ 725.00
Melissa Palmieri	\$ 725.00
Melissa Purkiss	\$ 725.00
Kristie Rosgone (2 inductees for portion of the year)	\$1,087.50
Elizabeth Salimbene	\$ 543.75

Year 2 Inductees

Elizabeth Salimbene	\$362.50
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Year 3 Inductees

Andrew Bell	\$725.00
Michael Orsi	\$542.75

IV. TEACHING LOAD COMPENSATION – FIRST SEMESTER

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following individuals be compensated for the first semester of the 2019/2020 school year:

1. Elementary Teacher Stipends for First Semester

Zachary Whitefield \$87.00

V. TEACHING LOAD COMPENSATION – SECOND SEMESTER

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following individuals be compensated for the second semester of the 2019/2020 school year:

1. Secondary Teacher Stipends for Class Size at 30 or Above

Suzanne Deemer \$1,000
Ken Hustava \$3,000
Mark Kopper \$2,000
Nancy Kraemer \$ 633
Steve McCormick \$1,000
John Murphy \$1,000
Nadine Pisani \$3,000
Joan Young \$1,000

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

Emily Brill \$1,000
Allyson Culp \$ 200
Suzanne Deemer \$ 600
William Eibeck \$1,000
Danielle Kandrack \$1,000
Tricia Kreitzer \$ 400
Michelle McSwigan \$ 400
Madeline Morris \$ 200
Kathy Morrow \$1,000

4. Secondary Teacher Stipends for Teaching more than One Course during the Same Period

Kathy Morrow \$1,000
Beth Smith \$1,000

5. Elementary Teacher Stipends for Teaching more than One Course during the Same Period

Nicole Kochanski \$1,000

6. Elementary Teacher Stipends for Second Semester

Deborah Bucek \$2,000
Elisa DiTullio \$1,000
Kelly Diven \$ 337
Daniel Galentine \$1,000

Jennifer Harke	\$2,000
Kristie Rosgone	\$2,000
Judy Tredway	\$1,000
Zachary Whitfield	\$4,000

VI. EXTENDED SCHOOL YEAR STAFF

The Administration recommends that the Board approve the following personnel for the Extended School Year Program:

<u>Name</u>	<u>Position</u>
Candace Bush	Teacher
Hope Harris	Teacher
Kelly Seltzer	Teacher

FINANCE REPORT

June 16, 2020

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF THE 2020/2021 FINAL BUDGET

The Administration recommends the adoption of the 2020/2021 Final Budget in accordance with Section 68 of the School Code of Pennsylvania.

For Information Only

The 2020/2021 Final Budget is estimated at Expenditures of \$43,180,309. The expected Revenues will be \$42,350,577 with the levying of 19.499 mills.

II. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

It is recommended that the Board approve the annual membership in the *Pennsylvania School Boards Association* for the 2020/2021 school year in the amount of \$13,965.68.

For Information Only

This is the same amount as the membership from the 2019/2020 school year.

III. ACCOUNTS PAYABLE APPROVAL LIST THROUGH MAY 31, 2020

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

A. General Fund as of May 31, 2020 (Check No. 62040-62247)	\$820,580.91
B. Food Service Fund as of May 31, 2020 (Check No. 9242-9254)	\$22,062.14
C. Athletics as of May 31, 2020 (Check No. 3209-3210)	\$3,200.00
D. Capital Reserve as of May 31, 2020 (Check No. 1644)	\$4,423.50
TOTAL	\$850,266.55

IV. INVESTMENTS

It is recommended that in accordance with *Board Policy No. 005 – Organization*, the Board approve the following as authorized depositories for the purpose of investing School District funds:

- First National Bank

For Information Only

This cost represents a decrease of \$13,834.00 or 5% from the 2019/2020 insurance costs.

VII. CURRENT ACT 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 2020/2021 school year.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 11 MONTH MAY/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,223,490	\$ 30,020,123	\$ (203,367)
7000	State Revenue Sources	\$ 12,272,835	\$ 7,107,805	\$ (5,165,030)
8000	Federal Revenue Sources	\$ 666,330	\$ 534,674	\$ (131,656)
Total Revenue		\$ 43,162,655	\$ 37,662,602	\$ (5,500,053)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,552,090	\$ 13,486,029	\$ 4,066,061
200	Benefits	\$ 11,027,539	\$ 8,381,230	\$ 2,646,309
300	Professional/Technical Services	\$ 1,558,997	\$ 1,591,660	\$ (32,663)
400	Property Services	\$ 1,122,100	\$ 921,581	\$ 200,519
500	Other Services	\$ 5,399,722	\$ 4,487,872	\$ 911,850
600	Supplies/Books	\$ 1,444,142	\$ 1,214,947	\$ 229,195
700	Equipment/Property	\$ 635,152	\$ 638,502	\$ (3,350)
800	Other Objects	\$ 566,455	\$ 534,346	\$ 32,109
900	Other Financial Uses	\$ 4,645,250	\$ 4,654,610	\$ (9,360)
Total Expenditures		\$ 43,951,447	\$ 35,910,777	\$ 8,040,670
Revenues exceeding Expenditures		\$ (788,792)	\$ 1,751,825	\$ 2,540,617
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ (1,142,091)	\$ 1,142,091

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2020

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 5/1/2020	\$ 67,153.32	\$ 6,060.08
Deposits	\$ 7,200.45	\$ 0.92
Subtotal	\$ 74,353.77	\$ 6,061.00
Expenditures	\$ -	\$ 1,850.00
Cash Balance - 5/31/2020	\$ 74,353.77	\$ 4,211.00

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MAY 31, 2020

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 23,150
FNB SWEEP ACCOUNT	\$ 528,417
ATHLETIC ACCOUNT	\$ 4,211
PLGIT	\$ 4,228,108
FNB MONEY MARKET	\$ 251,403
PSDLAF	\$ 162,275
INVEST PROGRAM	\$ 181,345
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,979,171
COMPENSATED ABSENCES	\$ 428,986
	<u><u>\$ 9,587,066</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 277,906
PLGIT	\$ 252,677
	<u><u>\$ 530,583</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,290,384
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 800
	<u><u>\$ 1,291,184</u></u>
 GRAND TOTAL	 \$ 11,408,833

CAFETERIA REPORT

June 16, 2020

BOARD ACTION REQUESTED

I. BREAKFAST AND LUNCH PRICE INCREASE FOR THE 2020/2021 SCHOOL YEAR

The Administration recommends that the Board approve the following price increase for the 2020/2021 school year for breakfast and lunch:

	<u>Increase</u>	<u>2020/2021 Cost</u>
Elementary Breakfast	\$0.10	\$1.45
Elementary Lunch	\$0.10	\$2.55
Secondary Breakfast	\$0.10	\$1.55
Secondary Lunch	\$0.10	\$2.65

II. CONTRACT TO PURCHASE MEALS FROM SCHOOLS – HEAD START

It is recommended that the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2020/2021 school year.

Policy Guide



Policy No. 105

Section PROGRAMS

Title CURRICULUM

Adopted AUGUST 21, 1989

Last Revised ~~MARCH 15, 2016;~~
~~FEBRUARY 16, 1998~~

POLICY NO. 105 CURRICULUM		
Section 1	<p><u>Purpose</u></p> <p>In keeping with the District’s Strategic Plan, the Board recognizes its responsibility for the development, assessment, and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed, and modified on a continuing basis and in accordance with a plan for curriculum improvement.</p>	22 PA Code 4.4
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, curriculum shall be defined as a series of comprehensive, sequential, and challenging planned instruction aligned with established academic standards in each subject that is coordinated, articulated, and implemented in a manner designed to result in the achievement of each individual student to meet and exceed academic standards.</p>	22 PA Code 4.3, 4.12 Pol. 102
Section 3	<p><u>Authority</u></p> <p>The Board shall be responsible for the curriculum of the District’s schools. The curriculum shall be designed to provide students the opportunity to achieve and exceed the academic standards established by the Commonwealth of Pennsylvania and the local Board of School Directors. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge, while providing opportunities for students to pursue individual interests.</p>	22 PA Code 4.4, 4.12 Pol. 102

<p>Section 4</p>	<p>POLICY NO. 105 CURRICULUM</p>	
	<p>In order to provide a quality educational program for students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.</p> <p><u>Guidelines</u></p> <p>The District's curricula will be developed using a process including: professional development on best practices in the content area, standards, and pedagogy, such as Marzano's the Art and Science of Teaching; data review; review of new resources in the field; articulation within the grade level of concepts, skills, and activities; development of a vertical scope and sequence; and development of assessments aligned to standards.</p> <p>The District's curriculum shall provide the following:</p> <ol style="list-style-type: none"> 1. Continuous learning through effective collaboration among the schools of this District. 2. Continuous access for all students to sufficient programs, instructional materials and resources to support the educational program. Pol. 108 3. Guidance and counseling for all students to assist in career and academic planning. Pol. 112 4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation. Pol. 113 5. Language Instruction Educational Limited English Proficiency Programs for English Learner students whose dominant language is not English, pursuant to law, and regulation and Board Policy. 22 PA Code 4.26 Pol. 140 6. Compensatory education programs for students, pursuant to law and regulation. 	

POLICY NO. 105 CURRICULUM		
	7. An equal educational opportunity for all students, pursuant to law and regulation.	Pol. 103, 103.1
	8. Career awareness and vocational education, pursuant to law and regulation.	Pol. 115
	9. Educational opportunities for identified gifted students, pursuant to law and regulation.	Pol. 114
	10. Regular and continuous instruction in safety procedures.	Pol. 805
	11. Opportunities for remediation and enrichment.	
Section 4	<u>Delegation of Responsibility</u>	
	As the educational leader of the District, the Superintendent shall be responsible to the Board for the District's curriculum. The Superintendent may have a designee, the Director of Curriculum Instruction Assessment and Staff Development, who assists in overseeing the District's curriculum. S/He shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources and effective participation of administrators, teaching staff members, students, community members, and Board members.	22 PA Code 4.4
	A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.	Title 22 Sec. 4.4 Pol. 105.1
	With prior Board approval, the Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.	
	The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.	
	The Board directs the Superintendent to actively pursue actively State and Federal aid in support of research activities.	

**POLICY NO. 105
CURRICULUM**

Previously Revised: March 15, 2016; February 16, 1998

References:

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.3,
4.4, 4.12, 4.26

Board Policy – 102, 103, 103.1, 105.1, 107, 108, 112, 113, 114,
115, 127, 140, 805

Policy Guide



Policy No. 127

Section PROGRAMS

Title ASSESSMENT SYSTEM

Adopted AUGUST 21, 1989

Last Revised AUGUST 20, 2019

	<p style="text-align: center;">POLICY NO. 127 ASSESSMENT SYSTEM</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 213.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes its responsibility to develop and implement an assessment system that will evaluate a student’s progress toward meeting Pennsylvania Core and Academic Standards and provide information for improving the educational program.</p> <p>Section 2 <u>Definition</u></p> <p>Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to:</p> <ol style="list-style-type: none"> a. Determine a student’s attainment of established academic standards. b. Learn the student’s strengths and weaknesses. c. Plan a future career for the student in areas of greatest potential for success. d. Know where remedial or enrichment work is required. <p>Such assessment shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.</p>	<p style="text-align: center;">22 PA Code 4.11</p>
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**POLICY NO. 127
ASSESSMENT SYSTEM**

Section 3

Authority

The Board shall approve an assessment system for use in district schools to assess individual attainment of state and local academic standards, and to identify those students not attaining academic standards and provide assistance. The Board shall approve an assessment system at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.

22 PA Code 4.12,
4.51, 4.52
Pol. 102

The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.

22 PA Code 4.52,
12.41

The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs as per the Keystone/PSSA administration manual. Parent/Guardian requests shall be submitted and a meeting scheduled to review the assessments at least two (2) weeks prior to the administration of state assessments if the assessments are available. The District shall ensure the security of the assessment documents.

22 PA Code 4.4

If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Superintendent stating the objection.

22 PA Code 4.4

Section 4

Delegation of Responsibility

The Superintendent or designee shall recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input and state regulations.

22 PA Code 4.12,
4.51, 4.52

The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations. Such report will be delivered on an annual basis.

22 PA Code 4.52

POLICY NO. 127 ASSESSMENT SYSTEM		
	The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.	22 PA Code 4.52
	The Superintendent or designee shall recommend improvements in the educational program, curriculum, and instructional practices based upon student assessment results.	22 PA Code 4.52
	The Superintendent or designee shall develop assessment procedures which include the following:	SC 1531, 1532 22 PA Code 4.11, 4.51, 4.52
	<ul style="list-style-type: none"> a. Each student should know the teacher’s expectations at the outset of any course of study. b. Each student shall be kept informed of his/her progress during the course of a unit of study. c. Methods of assessing shall be appropriate to the course of study and the maturity of students. d. Assessment should objectively evaluate and reward students for their efforts. e. Students should be encouraged to assess their own achievements. f. All assessment systems are subject to continual review and revision. g. Staff, students, and parents/guardians should be involved in the continuing program of grading review. 	
Section 5	<u>Guidelines</u>	
	Parents/Guardians shall receive information regarding their student’s state assessment results from qualified school personnel.	20 U.S.C. 6311 Pol. 140, 212

**POLICY NO. 127
ASSESSMENT SYSTEM**

The District shall provide assistance to students in attaining academic standards and personal academic growth. The District shall inform students and parents/guardians about how to access such assistance.

22 PA Code 4.52,
12.41

Students with disabilities and ELL (English Language Learner) students shall participate in assessments, with appropriate accommodations when necessary.

22 PA Code 4.51
Pol. 103.1, 113, 140

The following types of assessments will be utilized to assist in measuring student achievement:

1. Norm and criterion referenced assessments.
2. Formative and summative assessments.
3. Projects and performances.

Each classroom teacher is expected to provide students with a clear understanding of the assessment practices related to their individual course. Grades assigned should reflect the achievement based upon the specific criteria expected in the course and outlined by the teacher.

Extra credit assignments will not be given by teachers so that a student may improve his/her final letter grade, without inclusion in the course syllabus, curriculum, or pre-approval by the Director of Curriculum, Instruction, Assessment, and Staff Development. Points may not be added to the final grade. All students must be provided the same opportunity to earn said extra credit.

At Keystone Oaks High School, quality points are values assigned for the purpose of determining an average letter grade. Honor and AP classes have weighted value for grades of a C or better. The values are as follows:

**POLICY NO. 127
ASSESSMENT SYSTEM**

Applied Regular/ P Accelerated		Honor		AP	
<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>
A	4.0	A	4.5	A	5.0
B	3.0	B	3.5	B	4.0
C	2.0	C	2.5	C	3.0
D	1.0	D	1.0	D	1.0
F	0	F	0	F	0
P		P			

A grade of P is not factored in the determination of QPA.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41

No Child Left Behind Act – 20 U.S.C. Sec. 6311

Board Policy – 102, 103.1, 113, 140, 212

Revision history: February 16, 2016; May 18, 1998

Policy Guide



Policy No. 137

Section PUPILS

Title HOME EDUCATION

Adopted August 21, 1989

Last Revised February 8, 2006;
February 16, 1998

POLICY NO. 137 HOME EDUCATION		
Section 1	<p><u>Authority</u>Purpose</p> <p>Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.</p> <p>HOME EDUCATION</p> <p>Act 169 of 1988 created a home education option designed to permit parents, guardians and legal custodians to conduct a home program for their children.</p> <p>Through the following process the superintendent provides information to home schoolers and then monitors such programs to ensure that each child receives an appropriate education.</p>	SC 1327, 1327.1 22 PA Code 11.31a
Section 2	<p><u>Definitions</u>Authority</p> <p>Definition of Appropriate Education – Appropriate education shall be a program consisting of instruction in the required subjects for the time required by law in Act 169 and in which the student demonstrates sustained progress in the overall program.</p> <p>Hearing examiner – shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p>Definition of Home eEducation program – Home education shall be defined as a program conducted in compliance with the law</p>	SC 1327.1

**POLICY NO. 137
HOME EDUCATION**

by the ~~parent or guardian or such person having legal custody of the child or children.~~ ~~The parent or guardian, called a “supervisor,” must hold a high school diploma or its equivalent and has broad responsibility for the appropriate education of the child.~~ A home education program shall not be considered a nonpublic school under the provisions of law.

Supervisor – the person in parental relation who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

Section 3

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.

Section 4

Guidelines

~~A. Definition of Hearing Supervisor~~

~~The Superintendent exercises certain responsibilities concerning home education programs for resident children before they begin, and to review the programs to assure that a child educated at home receives an appropriate education.~~

~~In doing so, the superintendent will follow provisions that address affidavits, disabled students, portfolios, review, and written evaluation, certification, notices of hearings, loan of materials, and transfers.~~

Notarized Affidavits

Prior to the commencement of ~~Before~~ the home education program, and annually thereafter on August 1, ~~schooling of any child begins,~~ the person in parental relation ~~child’s parent, guardian, or legal custodian who will be responsible for the provision of instruction to the child~~ must file an notarized affidavit with the Superintendent ~~setting forth the information required by law. of the child’s district of residence.~~ The affidavit must contain the following:

SC 1327.1

**POLICY NO. 137
HOME EDUCATION**

- ~~1. The name of the supervisor, the name and age of each child in the program, and the address and phone number of the program site.~~

Instructional Program

The instructional program for home education students shall include such courses as required by law.

SC 1327.1

- ~~2. An outline of proposed educational objectives, by subject area, for the subjects required by law. These subjects are to be offered in the English language and include:~~

~~a. Elementary Level~~

- ~~(1) English, to include Spelling,
— Reading, and Writing;
(2) Arithmetic;
(3) Science;
(4) Geography;
(5) Civics;
(6) Safety Education, including
— regular and continuous
— instruction in the dangers
— and prevention of fires;
(7) Health and Physiology;
(8) Physical Education;
(9) Music~~

~~b. Secondary Level~~

- ~~(1) English, to include Language,
— Literature, Speech, and
— Composition;
(2) Science;
(3) Geography;
(4) Social Studies, to include Civics,
— World History, History of the
— United States and Pennsylvania;
(5) Health;
(6) Safety education, including
— regular and continuous
— instruction in the dangers
— and prevention of fires;~~

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- ~~(7) Mathematics to include
—General Mathematics, Algebra,
—and Geometry;~~
- ~~(8) Art;~~
- ~~(9) Music;~~
- ~~(10) Physical Education~~

~~At the secondary school level, such courses may include, at the discretion of the supervisor of the home education program;~~

- ~~(1) Economics;~~
- ~~(2) Biology;~~
- ~~(3) Chemistry;~~
- ~~(4) Foreign Languages;~~
- ~~(5) Trigonometry;~~
- ~~(6) Or other age appropriate courses
—as contained in Chapter 5
—(Curriculum Requirements) of State
Department of Education.~~

~~e. The following minimum courses at the secondary level (when child reaches progress level to achieve to the corresponding grade level) are established as a requirement for completion of a home education program:~~

- ~~(1) Four years of English;~~
- ~~(2) Three years of Mathematics;~~
- ~~(3) Three years of Science;~~
- ~~(4) Three years of Social Studies;~~
- ~~(5) Two years of Arts and Humanities.~~

~~3. — Evidence of the child's immunization and that the child has received health services, or has a religious exemption under Section 14-1419 of Pennsylvania Statutes annotated~~

~~4. — Assurance that the education program meets the requirements of this~~

**POLICY NO. 137
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~~Act.~~

~~5. Certification that the supervisor and all adults living in the home and other custodial adults have not been convicted of criminal offenses listed in Section III(E) of Act 34, within the last five years immediately preceding the date of the affidavit. An Act 34 Criminal History Record is not required.~~

Loan of Instructional Materials

~~The school district may, A~~at the request of the supervisor, the District shall lend to the home education program copies of the school's ~~district's~~ planned courses, textbooks and ~~other~~ curriculum materials corresponding~~appropriate~~ to the student's ~~age and~~ grade level. ~~The opportunity to cooperate with supervisors of home education programs in the loan of materials should be welcomed by the district as a way to positively affect the home schooled child's education.~~

SC 1327.1

Student Portfolio and Evaluations

For each student participating in the home education program, the supervisor shall:

SC 1327.1

1. Maintain a portfolio of records and materials.
2. Provide an annual written evaluation of the student's education progress.

~~After filing the affidavit and commencing home education, the parent or home education supervisor has a duty to demonstrate that appropriate education is occurring. In order to make this demonstration, the home education supervisor must provide and maintain on file a detailed portfolio of records and materials for each student in home education. The portfolio must contain the following:~~

- ~~1. A contemporaneous log of instructional activity which identified by title the reading materials used.~~
- ~~2. Sample of any writings, worksheets, workbooks, or creative materials used or developed by each child;~~

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~~3. — In grades 3, 5, and 8, the results obtained on a “nationally normed standardized achievement test” approved by the Department of Education for home school supervisors to use. The supervisor shall ensure that the nationally normed standardized tests are not administered by the child’s parent or guardian. The Department has approved nine nationally normed standardized tests for home school use.~~

~~They are:~~

- ~~a. — Iowa Test of Basic Skills,~~
- ~~b. — California Achievement Test,~~
- ~~c. — Stanford Achievement Test,~~
- ~~d. — Metropolitan Achievement Test,~~
- ~~e. — Science Research Associates~~
- ~~f. — Comprehensive Test of Basic Skills~~
- ~~g. — Comprehensive Testing Program (CTPIII)~~
- ~~h. — Wide Range Achievement Test~~
- ~~i. — Peabody Individual Test~~

~~The district encourages parents to have this evaluation done yearly so that they may gauge student growth.~~

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.

SC 1327.1

Diplomas and Graduation Ceremony

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.

SC 1327.1

~~Keystone Oaks School District does not award a diploma or otherwise acknowledge the completion of a home-educated student’s education. Home educated students have several alternatives for diplomas, such as: correspondence school diplomas, the GED, and accredited home schoolers’ organizations.~~

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HOME EDUCATION**

~~If requested, the home educated student may participate in the graduation ceremony even though they would not receive a Keystone Oaks diploma.~~

Students With ~~Disab~~Disabilities ~~led~~ Students

~~Section 1327 provides that~~ A home education program meets the compulsory attendance requirements for students with a disability ~~identified as disabled~~ only when the program addresses the specific needs of the ~~exceptional~~ student and is approved by ~~a licensed clinical or certified psychologist or~~ a teacher with a valid Pennsylvania certificate ~~from the Commonwealth~~ to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notices of such approval must be submitted with the ~~required~~ ~~notarized~~ affidavit.

SC 1327

The supervisor ~~of a home education program~~ may request that the school district or intermediate unit of residence provide services that address the specific needs of ~~a the exceptional~~ student with a disability ~~in the home education program~~.

SC 1327

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in ~~district~~ ~~the public~~ schools or in a private school licensed to provide such programs and services.

SC 1327

Appropriate Education/Compliance Determination

~~Certification after Review and Interview~~

A home ~~educator~~ education evaluator shall certify that ~~an~~ The written evaluation must contain a certification of whether “an appropriate education is occurring” ~~is occurring in the home education program based upon an interview of the child and the results of the portfolio review.~~ The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.

SC 1327.1

~~Any person selected by the supervisor can conduct the annual~~

**POLICY NO. 137
HOME EDUCATION**

~~review and evaluation, as long as he or she satisfies the above-listed statutory requirements or has the prior approval of the superintendent of the school district of residence and is not the parent or guardian of the child in question.~~

~~B. — Notice of Hearing~~

~~Based on the documentation provided, If the S~~superintendent has a reasonable belief at any time ~~may determine~~ that appropriate education may not be occurring in the home education program, ~~is not taking place. If that occurs, the superintendent s/he may shall send a certified-~~ submit a letter; ~~return receipt requested,~~ to the supervisor requiring an evaluation be conducted and that an evaluator’s certification stating ~~his or her opinion~~ that an appropriate education is ~~not taking place~~ occurring be submitted to the District by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent’s reasonable belief. -

SC 1327.1

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.

SC 1327.1

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.

SC 1327.1

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a district school, a nonpublic school or a licensed private academic school.

SC 1327.1

~~All documentation shall be returned to the supervisor and must specify what aspect or aspects of the documentation are inadequate. The superintendent may retain a copy of the documentation if he or she so chooses.~~

~~Upon receipt of the certified letter, the supervisor of the home~~

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HOME EDUCATION**

~~education program shall have 20 days to submit additional documentation demonstrating that appropriate education is taking place for the child in the home education program. If documentation is not submitted within that time, the home education program for the child shall be out of compliance with the compulsory attendance requirements and the student shall be promptly enrolled in the public school district of residence or a nonpublic school or a licensed private academic school.~~

~~If additional documentation is submitted and the superintendent determines that the additional documentation submitted still does not demonstrate that appropriate education is taking place in the home education program, he or she shall so notify the supervisor of the home education program by certified mail, return receipt requested, and the school board shall provide for a proper hearing by a duly qualified and impartial hearing examiner within 30 days. The "Hearing Examiner" shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program. A solicitor or superintendent from another district could, if impartial, carry out this function. The examiner shall render a decision within 15 days of the hearing except that he or she may require the establishment of a remedial education plan mutually agreed to by the superintendent and supervisor of the home education program. The decision of the examiner may be appealed by either the supervisor or the superintendent to the Secretary of Education or the Commonwealth Court.~~

Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.

SC 1327.1

Transfers

~~TRANSFERS~~

~~If~~~~When~~ a home education program ~~site~~ is ~~relocating~~~~electing~~ to another Pennsylvania school district, ~~within this Commonwealth~~, the supervisor ~~must request from the~~

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HOME EDUCATION**

Superintendent a letter of transfer for the home education program. The request ~~of the home education program~~ must be made ~~apply~~, by registered mail ~~thirty~~, (30) days prior to the relocation, ~~to the superintendent of the district in which he or she currently resides, requesting a letter of transfer for the home education program to the district to which the home education program is relocating.~~

The ~~current S~~superintendent ~~of residence~~ shall ~~must~~ issue the letter of transfer ~~within no later than~~ thirty (30) days after receipt of the ~~supervisor's~~ registered mail request. ~~of the home education program supervisor.~~

SC 1327.1

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.

SC 1327.1

If the home education program is ~~out not in~~of compliance, ~~with Section 1327.1~~, the ~~S~~superintendent ~~of the current district of residence~~ shall ~~must~~ inform the home ~~education~~ supervisor and the ~~S~~superintendent of the ~~new~~ district ~~of residence to which the home education program is relocating~~ of ~~this~~e status ~~of the home education program~~ and the reason for the denial of the letter of transfer.

SC 1327.1

~~If a~~the home education program is in hearing procedures, the ~~S~~superintendent ~~of the current district of residence must~~ shall inform the home education supervisor, ~~the assigned~~ hearing examiner and ~~the S~~superintendent of the ~~new~~ district ~~of residence to which the home education program is relocating~~ of ~~this~~e status ~~of the home education program~~ and the reasons for the denial of the letter of transfer.

SC 1327.1

~~The letter of transfer must be filed by the supervisor of the home education program with the superintendent of the new district of residence.~~

~~In the case of pending proceedings, the new district of residence~~
If the ~~S~~superintendent, is informed of pending proceedings related to a home education program relocating to the District, ~~s/he~~ shall continue the home education program until the appeal process is ~~finalized~~complete.

SC 1327.1

**POLICY NO. 137
HOME EDUCATION**

~~C. Review and Written Evaluation~~

~~At least annually, the work in the portfolio must be reviewed. One of the following persons must prepare an annual written evaluation of each student's educational progress:~~

- ~~1. a licensed clinical or school psychologist;~~
- ~~2. a teacher certified by the Commonwealth of Pennsylvania who possesses the specific qualifications for evaluators in Section 13-1327.1(e)(2);~~
- ~~3. a nonpublic school teacher or administrator with at least two years experience within the past ten years in a Pennsylvania public or nonpublic school who possesses the specific qualifications for evaluations in Section 13-1327.1(e)(2).~~

~~D. Submission to Superintendent~~

~~The portfolio and the annual written evaluation shall be provided to the superintendent of the school district of residence at the conclusion of each public school year. The superintendent must then determine whether the child is receiving an "appropriate education," defined in Section 1327.1 as "a program consisting of instruction in the required subjects for the time required in this act and in which the student demonstrates SUSTAINED PROGRESS in the overall program." ANY TIME during the school year that the superintendent has a reasonable belief that appropriate education may not be occurring in the home education program, the superintendent may by certified mail, return receipt requested, require submission of the portfolio within 15 days and written evaluation within 30 days. Superintendents should exercise authority whenever there is good reason to believe that a child is not demonstrating "sustained progress in the overall program."~~

**POLICY NO. 137
HOME EDUCATION**

~~E. Student Activities~~

~~Home schooled students are eligible to participate in the District's extracurricular activities to the same extent, and subject to the same conditions, as students enrolled in the District.~~

~~In this context, "extracurricular activities" shall be those clubs, performances, musical ensembles, sports and theatrical productions and other activities available to regularly enrolled students which~~

- ~~a. are sponsored by the School District or approved by the Board of School Directors;~~
- ~~b. are not offered for credit toward graduation;~~
- ~~c. are conducted partially or entirely outside the regular instructional day; and~~
- ~~d. are available to any student who voluntarily elects to participate and to be subject to the eligibility requirements of the activity.~~

~~The District's athletic program, including varsity sports, and encompassing all activities relating to competitive sports, contests, games, events or exhibitions involving individual students or student teams, whether intramural or interscholastic, shall be deemed to extracurricular in nature.~~

~~Eligibility requirements for home school students shall be the same as those for regularly enrolled students in the District. Specifically, regularly enrolled and home schooled students must meet the same eligibility and try-out criteria, if any, for positions on teams, or in clubs, organizations, etc., and shall be subject to the same rules, policies and directives of the coaches, advisors, leaders and/or administrators involved with the extracurricular activity.~~

~~Home school students shall also comply with the participation policies, by laws, rules and regulations of the governing organizations of the extracurricular activities, including, but not limited to, the Pennsylvania~~

**POLICY NO. 137
HOME EDUCATION**

~~Interscholastic Athletic Association (PIAA), the Pennsylvania Music Educators Association (PMEA), and the Pennsylvania High School Speech League (PHSSL).~~

~~Where the District's extracurricular activity requires completion of a physical examination or medical test as a condition of participation, the District shall permit home schooled students access to the physical examination or medical test to the same extent that such access is offered to students enrolled in the District, and publish the dates and times of such physical examination or medical test in the Pittsburgh Post-Gazette and on the District's web site.~~

Cooperation With Home Educators

In the District's view, friendly compliance with the home education law is in the best interest of the children. Therefore, Keystone Oaks School District will allow, upon request of the home education supervisor, students to take:

- a. Nationally normed tests,
- b. health tests,
- c. health, art, music, and physical education, and
- d. extracurricular activity participation.

Pol. 137.1

~~Affidavit of the Supervisor of a Home Education Program for an elementary school age student (sample attached).~~

Previously Revised: February 8, 2006; February 16, 1998

References:

PA School Code – 24 P.S. Sec. 1327, 1327.1

State Board of Education Regulations – 22 PA Code Sec. 11.33

Board Policy – Pol. 137.1

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 137.1

Section PROGRAMS

Title EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS

Adopted _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 137.1 EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</p> <p><u>Authority</u></p> <p>The Board shall approve participation in the District’s extracurricular activities and interscholastic athletic programs by a student enrolled in a Home Education Program if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. The student is a resident of the school district. 2. There is no violation of interscholastic athletic rules. 3. The student fulfills all eligibility criteria required for participation in an activity by district students, in accordance with Board Policy 122 Extracurricular Activities and Policy 123 Interscholastic Athletics. <p>The Board shall not provide individual transportation for students enrolled in a Home Education Program who participate in the District’s extracurricular activities or interscholastic athletic programs. When the District provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, Home Education Program students shall be required to use the transportation provided by the District.</p> <p>The Board may require the Home Education Program to pay the cost of the expenses for its students’ participation in the District’s extracurricular activities or interscholastic athletic</p>	<p>SC 1719A, 1749A Pol. 139</p> <p>Pol. 122, 123</p>
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<p>Section 2</p>	<p>POLICY NO. 137.1 EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</p>	
	<p>programs.</p> <p><u>Guidelines</u></p> <p>Home Education Program students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs.</p> <p>A Home Education Program student may only participate in extracurricular activities and interscholastic athletic programs at the school building the student would normally be assigned to if he/she was enrolled in the school district.</p> <p>If a class for credit held during the school day by the District is required for participation in activities that take place outside of the class, Home Education Program student shall not be eligible to participate in such activities.</p> <p>The following guidelines shall govern participation in the District’s extracurricular activities and interscholastic athletic programs by eligible Home Education Program school students, who shall:</p> <ol style="list-style-type: none"> 1. Meet the same eligibility criteria required of district students, in accordance with applicable Board policies and administrative regulations. 2. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students. 3. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline. 4. Comply with policies, rules and regulations of the activity’s governing organization. 5. Meet attendance and reporting requirements established for all participants of the activity or program. 6. Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions. 	<p>Pol. 122, 123</p> <p>Pol. 122, 123, 204, 218, 218.1</p> <p>SC 511</p> <p>Pol. 204</p>

**POLICY NO. 137.1
EXTRACURRICULAR PARTICIPATION BY HOME
EDUCATION STUDENTS**

7. Comply with all requirements and directives of the District staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.

Section 3

Delegation of Responsibility

The building principal or designee shall receive and review written verification from the Home Education Program that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

The District shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

The District shall develop a procedure to ensure that Home Education Program students have access to information regarding the District's extracurricular activities and interscholastic athletic programs.

References:

School Code – 24 P.S. Sec. 1719A, 1749A

Board Policy – Pol. 122, 123, 139, 204, 218

Policy Guide



Policy No. 139

Section PROGRAMS

Title CHARTER SCHOOLS

Adopted FEBRUARY 16, 1999

Last Revised _____

POLICY NO. 139 CHARTER SCHOOLS		
Section 1	<p><u>Purpose</u></p> <p>In order to provide students, parents/guardians and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the District, in accordance with the requirements of law Act 22 of 1997 and those established by this Board.</p> <p>The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.</p>	SC 1702-A
Section 2	<p><u>Definitions</u></p> <p>“Appeal Board” means the State Charter School Appeal Board established by the Charter School Law.</p> <p>Board of Trustees of a charter school shall be classified as public officials.</p> <p>“Charter School” means an independent, nonsectarian public school established and operated under a charter from the local Board of School Directors and in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may will not be granted to any for-profit entity nor to support home education schooling programs.</p> <p>Local Board of School Directors (Board), means with respect to a proposed or approved charter school located within the Boroughs of Castle Shannon, Dormont and/or Green Tree, or the Board of School Directors of the another school district in which;</p>	<p>SC 1703-A</p> <p>SC 1715-A</p> <p>SC 1703-A, 1715-A, 1717-A</p> <p>SC 1703-A</p>

POLICY NO. 139 CHARTER SCHOOLS		
Section 3	<p>if a a proposed or approved charter school is located there.</p> <p>“Regional Charter School” means an independent public school established and operated under a charter from more than one local Board of School Directors and approved by an affirmative vote of a majority of all Board members of each of the school districts involved.</p>	SC 1703-A, 1718-A
	<p><u>Authority</u></p> <p>The Board shall ensure that each charter school application provides appropriate assurances of compliance with the requirements of the Charter School Law and any additional requirements established by the Board.</p> <p>The Board shall evaluate submitted applications for charter schools based on the criteria established by law, regulations and any additional criteria required determined by the Board.</p> <p>A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of the law Sunshine Act. Written notice of the Board’s decision shall be sent to the applicant, Department of Education and the Appeal Board, If the application is denied, the notice shall including e reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.</p> <p>Upon approval of a charter application, designated representatives of the Board, and the charter school’s Board of Trustees shall sign the written charter, which shall be binding on both. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.</p> <p>The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located within in the Keystone Oaks School District of employment or in a regional charter school in which the Keystone Oaks School employing District is a participant, and. If such approval is granted, the employee shall have the right to return to a comparable position (but not necessarily the same position) within the Keystone Oaks School District. Nothing set forth</p>	SC 1717-A SC 1717-A 65 Pa C.S.A. 701 et seq SC 1720-A SC 1724-A

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~~herein, however, shall obligate the Board of School Directors to grant an employee's request for a leave of absence for this purpose, nor shall the grant of one employee's request for a leave of absence for this purpose in any way obligate the Board of School Directors to grant another employee's request for such a leave of absence. The Board at its discretion may~~ Moreover, temporary professional employees are advised that the Keystone Oaks School District will NOT grant tenure to a temporary professional the employee on leave from this District to teach in a charter school located in the District , upon completion of the appropriate probation period based in whole or part on the employee's teaching service in a charter school located within the School District.

The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.

SC 1728-A

The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.

SC 1728-A

The Board shall have ongoing access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.

SC 1728-A

In cases where the health or safety of the charter school's students, staff or both is/are at serious risk, the Board may take immediate action to revoke a charter.

SC 1729-A

The Board affirms that the Board of Trustees and the charter school shall be solely liable for any and all damages and costs of any kind resulting from any legal challenges involving the operation of a charter school. ~~The local~~ Neither the Keystone Oaks School District nor its Board of School Directors shall not be held liable for any activity or operation related to the program of a charter school.

SC 1727-A

~~Each approved~~ A charter school shall be required to execute a "Hold Harmless" and Indemnification Agreement indemnifying and insuring/agreeing by which it agrees to hold harmless and indemnify the Keystone Oaks School District, its Board of School Directors, officers, employees, successors and

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~~assigns, to defend the District in from any and all kinds claims or of liabilityies areas so that the District and Board are protected in any litigation of any kind whatsoever, including without limitation, attorneys fees and costs, asserted by or on behalf of any individual or person, resulting from, arising out of, or in any way~~ related to the operation of the charter school.

Section 4 **Delegation of Responsibility**

Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.

The Superintendent or designee shall be responsible to discuss with applicants technical assistance and contracted services that may be provided by the District.

Section 5 **Guidelines**

A charter school shall be subject to all federal and state laws and regulations prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services or any other protected class.

SC 1715-A

A charter school shall submit monthly enrollment figures and other required reports to the District, as stated in the charter.

Transportation

The District shall provide transportation to resident students attending a charter school located in the District, a regional charter school of which the District is a member, and a charter school located within ten (10) miles outside district boundaries, in accordance with distance requirements established for district students.

SC 1726-A

Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.

Applications

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Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.

SC 1717-A, 1719-A

Applications for charter schools shall be submitted to the Board by November 15 of the school year preceding the school year in which the school will be established.

SC 1717-A

Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with law. At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than seventy-five (75) days after the first public hearing, the Board shall grant or deny the application.

SC 1717-A

Insurance/Risk Management

The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverages as required by the Board.

SC 1719-A, 1727-A

Minimum coverages and levels of appropriate coverages shall be established in the charter.

A charter school shall operate in a manner that minimizes the risk of injury and harm to students, employees and others.

References:

PA School Code – 24 P.S. Sec. 1701-A et seq, 1702-A, 1703-A, 1715-A, 1717-A, 1718-A, 1719-A, 1720-A, 1723-A, 1724-A, 1726-A, 1727-A, 1728-A, 1729-A

PA Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq