



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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, AUGUST 20, 2024  
7:00 PM**

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

**Tuesday, August 20 2024 – Business/Legislative**

**7:00 PM Meeting**

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

**Tuesday, September 10, 2024 – 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

**AUGUST 20, 2024**

**Mrs. Tamara Donahue**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of June 11, 2024 and the Business/Legislative Minutes of June 18, 2024.

### **II. SUPERINTENDENT GOALS 2024/2025**

It is recommended that the Board approve the following goals for **William P. Stropkaj, Ed.D.**, Superintendent, as per the Superintendent's Contract 2022/2027:

1. Provide professional development and monitor implementation of the CKLA Program in grades K – 5 for English/Language Arts instruction.
2. Provide training to a first-year cohort of six through twelfth grade teachers for the purpose of implementing a districtwide focus on project-based learning.
3. Evaluate and redesign the Learner Profile used at the high school level with a focus on personalized learning, skill development, and career readiness.

### **III. FOR INFORMATION/DISCUSSION ONLY**

The Board President and other Board members received an email communication from Mr. Dan Krchmar, who represents the Keystone Oaks Youth Basketball Association (KOYBA – Boys/Girls, K-8<sup>th</sup> grade). His concern was with regards to this organization having to pay a facilities usage fee (that is in alignment with School Board Policy 707: *Use of School Facilities*) to use gyms in the district schools this coming school year.

## **FOR INFORMATION ONLY**

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

# SUPERINTENDENT'S REPORT

**AUGUST 20, 2024**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 101: MISSION AND VISION STATEMENT/SHARED VALUES**

It is recommended that the Board approve the SECOND READING of Policy 101: *Mission and Vision Statement/Shared Values*.

### **II. SECOND READING POLICY 119: CURRENT EVENTS**

It is recommended that the Board approve the SECOND READING of Policy 119: *Current Events*.

### **III. SECOND READING POLICY 124: ALTERNATIVE INSTRUCTION**

It is recommended that the Board approve the SECOND READING of Policy 124: *Alternative Instruction*.

### **IV. SECOND READING POLICY 260: COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS**

It is recommended that the Board approve the SECOND READING of Policy 260: *Competitive/Non-Competitive Events and Trips*.

### **V. SECOND READING POLICY 827: TRAVEL RELATED EXPENSE REIMBURSEMENT**

It is recommended that the Board approve the SECOND READING of Policy 827: *Travel Related Expense and Reimbursement*.

### **VI. SECOND READING POLICY 907: SCHOOL VISITORS**

It is recommended that the Board approve the SECOND READING of Policy 904: *School Visitors*.

### **VII. PROFESSIONAL DEVELOPMENT**

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

<b>Valerie Moore</b>	2024 WIDA Annual Conference David L. Lawrence Convention Center Pittsburgh, PA October 16 – 18, 2024	\$850.00
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<b>Dr. Shannon Varley</b>	WIDA Webinar OE Series - Scaffolding Learning through Language Virtual September 9 – 11, 2024	\$350.00
<b>Dr. William P. Stropkaj</b> <b>Mr. Joseph Kubiak</b>	AASA National Conference on Education New Orleans, LA March 6 – 8, 2025	\$6,460.00 (total for both)

For Information Only

The Grable Foundation has given the district \$5,000.00 toward the cost of the AASA National Conference on Education. Total cost to the district is \$1,460.00.

# EDUCATION REPORT

**AUGUST 20, 2024**

**Mrs. Tamara Donahue, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. TITLE I NON-PUBLIC SCHOOL AGREEMENT BETWEEN KEYSTONE OAKS SCHOOL DISTRICT AND THE ALLEGHENY INTERMEDIATE UNIT**

It is recommended that the Board approve the Agreement between Keystone Oaks School District and the Allegheny Intermediate Unit in the amount of \$17,096.00 for Non-Public Title I Instructional Services for the Diocese of Pittsburgh Schools.

#### For Information Only

These funds are the required non-public shares of the district's allocation.

# **PUPIL PERSONNEL REPORT**

**AUGUST 20, 2024**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. THE WATSON INSTITUTE SERVICE AGREEMENT**

It is recommended that the Board approve the Service Agreement between The Watson Institute and the Keystone Oaks School District effective July 1, 2024 through June 30, 2025.

### **II. INTERMEDIATE UNIT 1 EDUCATIONAL SERVICES AGREEMENT**

It is recommended that the Board approve the Education Services Agreement between Intermediate Unit 1 and the Keystone Oaks School District effective July 1, 2024 through June 30, 2025.

### **III. PITTSBURGH ABA SCHOOL EDUCATIONAL PLACEMENT SERVICE AGREEMENT**

It is recommended that the Board approve the Educational Placement Service Agreement between Pittsburgh ABA School for the 2024/2025 school year.

### **IV. CLASS ACADEMY AGREEMENT**

It is recommended that the Board approve the Educational Service Form between Class Academy Program and the Keystone Oaks School District for the 2024/2025 school year.

### **V. MAXIM HEALTHCARE SERVICES AGREEMENT**

It is recommended that the Board approve the Educational Institution Agreement between Maxim Healthcare Services and the Keystone Oaks School District.

### **VI. MHY FAMILY SERVICES AGREEMENT**

It is recommended that the Board approve the Agreement between MHY Family Services and the Keystone Oaks School District for the 2024/2025 school year.

### **VII. THE WATSON INSTITUTE – THE EDUCATION CENTER – SOUTH**

It is recommended that the Board approve the Agreement between The Watson Institute – The Education Center – South and the Keystone Oaks School District for the 2024/2025 school year.

**VIII. THE WATSON INSTITUTE SOCIAL CENTER FOR ACADEMIC ACHIEVEMENT AGREEMENT**

It is recommended that the Board approve the Agreement between The Watson Institute Social Center for Academic Achievement (WISCA-South) and the Keystone Oaks School District for the 2024/2025 school year.

**IX. ADDENDUM TO ALLEGHENY INTERMEDIATE UNIT COMPREHENSIVE SERVICES AGREEMENT 2024/2025**

It is recommended that the Board approve the Addendum to Allegheny Intermediate Unit Comprehensive Services Agreement 2024/2025 for School-Based Access Program Support Services effective July 1, 2024 – June 30, 2025.

**X. SOUTHWOOD CHILDREN’S BEHAVIORAL HEALTHCARE AGREEMENT**

It is recommended that the Board approve the Agreement between Southwood Children’s Behavioral Healthcare effective August 20, 2024 – June 6, 2025.



# PERSONNEL REPORT

## AUGUST 20, 2024

Mrs. Tamara Donahue, Co-Chairperson

Ms. Emily Snyder, Co-Chairperson

### BOARD ACTION REQUESTED

#### I. RETIREMENTS

It is recommended that the Board accept the following retirements:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Katherine Lucas	Secretary	October 4, 2024	25.49
Mary Ranalli	Paraprofessional	June 7, 2024	17

#### II. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kaitlin Bucciarelli	Teacher – Aiken	August 15, 2024
Desiree Burns	Director of Special Education	July 31, 2024
Megan Disher	Teacher – Special Education	August 11, 2024
Morgan Metzger	School Psychologist	October 15, 2024
Robyn Rumfola	Paraprofessional	July 30, 2024
Elisa Santiago	Confidential Administrative Assistant	July 30, 2024
Tabitha Warman	Paraprofessional	June 28, 2024
Courtney Welch	Food Service Worker	August 20, 2024

### III. APPOINTMENTS

#### 1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Administration recommends the employment of:

**Aubrey Garvin**

Teacher – Kindergarten - Aiken Elementary

Effective – August 19, 2024

Salary - \$51,500.00 (B, Step 2)

**Kayla Kerila**

Teacher – Special Education – Dormont Elementary

Effective – August 19, 2024

Salary - \$58,000.00 (M, Step 6)

#### 2. Secretary

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of:

**Beth Brack**

Secretary – High School

Effective – August 19, 2024

Salary - \$37,638.23 (pro-rated)

**Joanne Dayton**

Secretary to the Assistant to the Superintendent for Student Achievement

Effective – July 15, 2024

Salary - \$37,638.23 (pro-rated)

**Megan Scarillo**

Secretary – Myrtle Avenue Elementary School

Effective – August 12, 2024

Salary - \$37,638.23 (pro-rated)

#### 3. Paraprofessional – Personal Care Assistant

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of:

**Johnathan Wall**

Personal Care Assistant – Myrtle Avenue Elementary

Effective – August 19, 2024

Salary - \$17.25/per hour

**4. Custodians**

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

**Vincent Episcopo**

Custodian

Effective – September 3, 2024

Salary - \$31,723.37 (pro-rated)

**Frank SanFratello**

Custodian

Effective – July 14, 2024

Salary - \$31,723.37 (pro-rated)

**Scott Wachter**

Custodian

Effective – August 5, 2024

Salary - \$31,723.37 (pro-rated)

**5. Long Term Substitutes**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitutes:

**Julie Brooks**

Teacher – Special Education – Myrtle

Effective – August 19, 2024 (full year)

Salary - \$51,500.00 (B, Step 2)

**Abbey Bordone**

Teacher – Math – Middle School

Effective – August 19, 2024 (full year)

Salary - \$51,500.00 (B, Step 2)

**Marissa Feeney**

Teacher – Third Grade – Myrtle

Effective – August 19, 2024 (full year)

Salary - \$50,500.00 (B, Step 1)

**Marah Hernandez**

Teacher – First Grade – Dormont

Effective – August 19, 2024 (full year)

Salary - \$50,500.00 (B, Step 1)

**Margaret Rodgers**  
 Teacher – Fourth Grade – Dormont  
 Effective – August 19, 2024  
 Salary - \$50,500.00 (B, Step 1)

**6. Substitute Custodians**

It is recommended that the Board approve the employment of the following Substitute Custodians at a rate of \$15.00 per hour:

<u>Name</u>	<u>Start Date</u>
<b>Brian Bell</b>	July 1, 2024
<b>Joseph Moran Pillage</b>	July 18, 2024

**7. Student Summer Work Program**

It is recommended that the Board approve the employment of the following Student Summer Work Program Staff at a rate of \$15.00 an hour:

<u>Name</u>	<u>Start Date</u>
<b>Lucas Moran Pillage</b>	June 26, 2024
<b>Ryan Wilson</b>	July 9, 2024

**8. Approval of Activity Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2024/2025 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
<b>FBLA</b>		<b>Robert Mays</b>	\$3,000.00
<b>Football (MS)</b>	Assistant	<b>Blaine Johnston</b>	\$3,000.00
	Assistant	<b>Heather Hreaha Dennis</b>	\$1,500.00
	Assistant	<b>Ian Thomas</b>	\$1,500.00
<b>Soccer (MS, Boys)</b>	Assistant	<b>Ed Purtill</b>	\$2,500.00
<b>Soccer (MS, Girls)</b>	Assistant	<b>Noah Weiss</b>	\$2,000.00

**9. Food Service Personnel**

It is recommended that the Board approve the following individuals as Food Service Personnel for the 2024/2025 school year:

<u>Name</u>	<u>Hourly Wage</u>
Basimah Ayna	\$13.39
Ryan Briggs	\$22.21
Chelsea Chaump	\$13.39
Dolores Colaizzi	\$14.06
Christina Conn	\$16.45
Katyana Diaz-Mirabal	\$13.39
Angi Dudas	\$13.39
Elizabeth Giufre	\$13.39
Lyssa Glaze	\$14.94
Amanda Henry	\$13.79
Suzanne Kassouf	\$13.39
Melanie Kessler	\$16.45
Barbara Maide	\$14.85
Kathleen McDade	\$13.39
Christine Mills	\$13.79
Nicole Paris	\$14.94
Barb Routh	\$14.85
Stephanie Rupp	\$15.39
Nicholas Scuglia	\$16.48
Karen Sibbert	\$13.00
Elena Shefler	\$13.79
Jessica Snyder	\$13.39
Michelle Stepien	\$13.39
Jodi Uhron	\$15.39

**10. Change in Stipend Amounts – Activity Stipends 2024/2025 School Year**

It is recommended that the Board approve the following change in stipend amount for the below stipends:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
<b>Volleyball (Girls, Varsity)</b>	Assistant	<b>Megan Holly</b>	\$2,500.00
	Assistant	<b>Nicole Detorakis</b>	\$1,500.00

For Information Only

The Volleyball stipends were approved at the June 18, 2024 Business/Legislative meeting but due to staffing responsibility, stipends amounts were adjusted.

**11. Change in Stipend Amount – Support Positions and Compensation 2024/2025 School Year**

It is recommended that the Board approve the following change in stipend amount for the below stipends:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
Aquatics Facilitator	<b>Amy Torcaso</b>	\$3,050.00

For Information Only

The Aquatics Facilitator stipend was approved at the June 18, 2024 Business/Legislative meeting and was listed incorrectly on that agenda.

**IV. GRADE LEVEL/DEPARTMENT LEADERS 2024/2025 SCHOOL YEAR**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be approved for the 2024/2025 school year:

<u>Grade Level/Department Leader</u>	<u>Name</u>	<u>Compensation</u>
Special Education K-5	<b>Nicole Kochanski</b>	\$2,225.00

**V. MENTOR TEACHER**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following mentor teacher for the 2023/2024 school year:

<u>Year 1 Mentor</u>	<u>Stipend</u>
<b>Heather Hardy</b>	\$725.00
<b>Stephen Hope</b>	\$217.50

**VI. FAMILY AND MEDICAL LEAVE**

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

Employee #4559 – August 5, 2024 – August 5, 2025

Employee #5059 – October 15, 2024 – January 17, 2025

Employee #5103 – September 16, 2024 – December 11, 2024

Employee #5314 – August 19, 2024 – October 8, 2024

# FINANCE REPORT

## AUGUST 20, 2024

Mr. Nafis Hill, Chairperson

### BOARD ACTION REQUESTED

#### I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JUNE 30, 2024

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

A. General Fund as of June 30, 2024 (Check No. 72410-72615)	\$1,650,826.08
B. Food Service Fund as of June 30, 2024 (Check No. 9857-9861)	\$38,696.52
C. Athletics as of June 30, 2024 (None)	\$0.00
D. Capital Reserve as of June 30, 2024 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,689,522.60</b>

#### II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2024

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

A. General Fund as of July 31, 2024 (Check No. 72616-72847)	\$612,659.63
B. Food Service Fund as of July 31, 2024 (Check No. 9862-9863)	\$186.05
C. Athletics as of July 31, 2024 (None)	\$0.00
D. Capital Reserve as of July 31, 2024 (None)	\$0.00
<b>TOTAL</b>	<b>\$612,845.68</b>

**FOR INFORMATION ONLY**

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

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2023-2024 BUDGET TOTAL</b>	<b>2023-2024 12 MONTH JUNE/ACTUAL</b>	<b>MONTH END + ESTIMATE PROJECTION</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 32,672,317	\$ 33,635,373	\$ 33,784,228	\$ 1,111,911
7000	State Revenue Sources	\$ 13,333,933	\$ 13,439,381	\$ 13,866,333	\$ 532,400
8000	Federal Revenue Sources	\$ 805,962	\$ 2,364,064	\$ 2,364,064	\$ 1,558,102
<b>Total Revenue</b>		<b>\$ 46,812,212</b>	<b>\$ 49,438,818</b>	<b>\$ 50,014,625</b>	<b>\$ 3,202,413</b>
<b>(OVER) UNDER BUDGET</b>					
<b>Expenditures</b>					
100	Salaries	\$ 20,607,107	\$ 18,212,464	\$ 20,635,317	\$ (28,210)
200	Benefits	\$ 13,416,990	\$ 10,304,862	\$ 13,117,499	\$ 299,491
300	Professional/Technical Services	\$ 1,929,206	\$ 2,183,623	\$ 2,240,460	\$ (311,254)
400	Property Services	\$ 1,493,800	\$ 1,512,615	\$ 1,554,591	\$ (60,791)
500	Other Services	\$ 5,446,273	\$ 5,264,171	\$ 5,369,492	\$ 76,781
600	Supplies/Books	\$ 1,715,234	\$ 2,109,481	\$ 2,145,169	\$ (429,935)
700	Equipment/Property	\$ 1,015,150	\$ 1,189,941	\$ 1,192,941	\$ (177,791)
800	Other Objects	\$ 87,100	\$ 456,770	\$ 467,383	\$ (380,283)
900	Other Financial Uses	\$ 1,101,352	\$ 2,709,395	\$ 2,709,395	\$ (1,608,043)
<b>Total Expenditures</b>		<b>\$ 46,812,212</b>	<b>\$ 43,943,320</b>	<b>\$ 49,432,247</b>	<b>\$ (2,620,035)</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 5,495,498</b>	<b>\$ 582,378</b>	<b>\$ 582,378</b>
<b>Other Financing Sources/(Uses)</b>					
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -	\$ -



## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2024

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 07/01/2024	\$ 308,650.11	\$ 49,198.84
Deposits	\$ 623.41	\$ 28.91
Subtotal	\$ 309,273.52	\$ 49,227.75
Expenditures	\$ 9.99	\$ -
Cash Balance - 07/31/2024	\$ 309,263.53	\$ 49,227.75

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF JULY 31, 2024

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,840,973
PAYROLL (pass-thru account)	\$ 6,909
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 49,228
PLGIT	\$ 6,354,296
FNB MONEY MARKET	\$ 2,042,503
PSDLAF	\$ 178,047
INVEST PROGRAM	\$ 199,129
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,140,485
COMPENSATED ABSENCES	\$ 464,190
	<b>\$ 13,275,760</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 524,406
PLGIT	\$ 1,858,684
	<b>\$ 2,383,090</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 44,555
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 881
	<b>\$ 45,436</b>
<b>GRAND TOTAL</b>	<b>\$ 15,704,285</b>

# **BUILDINGS, GROUNDS & TRANSPORTATION REPORT**

**AUGUST 20, 2024**

**Mr. Santo Raso, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. PURCHASE OF FLATBED TRAILER**

It is recommended that the Board approve the administration to purchase a flatbed trailer for the Custodian/Maintenance Department at a cost not to exceed \$8,500.00.

### **II. PURCHASE OF TRAILER FOR HIGH SCHOOL MARCHING BAND**

It is recommended that the Board approve the administration to purchase a trailer for the High School Marching Band at a cost not to exceed \$25,000.00.

### **III. PURCHASE AND INSTALLATION OF FENCING NEAR MAINTENANCE GARAGE ON THE MIDDLE SCHOOL/HIGH SCHOOL CAMPUS**

It is recommended that the Board approve the purchase and installation of fencing near the maintenance garage on the Middle School/High School campus at a cost not to exceed \$9,715.00 from Redrock Fence Company.

### **IV. ELEVATOR DOOR EDGE – AIKEN ELEMENTARY**

It is recommended that the Board approve TK Elevator Corporation to provide labor and materials to replace the existing elevator door edge at Aiken Elementary School at a cost not to exceed \$5,227.00.

### **V. TRAVEL CABLE REEL – AIKEN ELEMENTARY**

It is recommended that the Board approve TK Elevator Corporation to provide labor and materials to install a new travel cable reel on the elevator at Aiken Elementary School at a cost not to exceed \$5,953.00.

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 101

Section PROGRAMS

Title MISSION AND VISION  
STATEMENT/SHARED VALUES

Adopted AUGUST 21, 1989

Revised MARCH 21, 2017;  
FEBRUARY 16, 1998

	<p style="text-align: center;"><b>POLICY NO. 101</b> <b>MISSION AND VISION STATEMENT/SHARED VALUES</b></p> <p><b>Section 1</b>    <u><b>District Mission Statement</b></u></p> <p><del>The Keystone Oaks School District's mission is to provide a safe learning environment that prepares critical thinkers to become responsible and productive members of society. Excellence in engaging, empowering, and enriching today for tomorrow's expectations.</del></p> <p><b>Section 2</b>    <u><b>District Vision Statements</b></u></p> <p><del>The Keystone Oaks School District will remain current and competitive in every aspect of its operations while providing the best education for the children of Castle Shannon Borough, Dormont Borough, and Green Tree Borough. To do this, we will measure our success by assuring that:</del></p> <ol style="list-style-type: none"> <li><del>1. Students demonstrate continuous growth so as to prepare for future challenges.</del></li> <li><del>2. Students link learning to real world applications through a dynamic, comprehensive curriculum that provides creative opportunities.</del></li> <li><del>3. Students are provided opportunities for collaboration while engaged in the K-12 curriculum.</del></li> </ol>	Pol. 100
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<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 101</b></p> <p style="text-align: center;"><b>MISSION AND VISION STATEMENT/SHARED VALUES</b></p> <p>Learning Vision: The District strives to hear the voice of every child describing his/her learning through meaningful, engaging encounters.</p> <p>Curriculum Vision: The District promotes excellence in the academic, arts, activities, and athletics, while providing opportunities for all students that will prepare them for a successful future beyond Keystone Oaks.</p> <p>Instruction Vision: Students are motivated to learn at their individual, maximum pace while their developmental levels and interests are being considered in their program of study.</p> <p>Assessment Vision: Students are allowed and encouraged to demonstrate their learning in a variety of ways.</p> <p>Technology Vision: All stakeholders enrich education through the thoughtful and responsible use of technology within a cycle of utilization, application, and evaluation.</p> <p>Personnel Vision: Personnel provide an engaging and nurturing environment that promotes the personal well-being of each student and every employee.</p> <p>Stakeholder Vision: The stakeholders support the active involvement of guardians, District personnel, and community members in providing an environment that engages, empowers, and enriches every Keystone Oaks student.</p>	
	<p><b><u>District Shared Values</u></b></p> <ol style="list-style-type: none"> <li>1. Communication: Expressing, receiving, and sharing information.</li> <li>2. Empathy: Acknowledging the perspective, emotions, and experiences of all stakeholders.</li> <li>3. Global Competence: Responding to and understanding diverse cultural practices and world viewpoints.</li> <li>4. Imagination: Envisioning creative and innovative ways to take risks and solve problems</li> </ol>	

**POLICY NO. 101**  
**MISSION AND VISION STATEMENT/SHARED VALUES**

5. Integrity: Making ethical choices and doing the right thing regardless of personal gain.
6. Learning: Acquiring, processing, and retaining information for life-long use.
7. Motivation: Achieving goals through personal drive.
8. Ownership: Having pride and taking responsibility for one's actions and their outcomes.
9. Passion: Sparking the emotional connection that ignites one's purpose.
10. Work: Being accountable and persevering.

~~The beliefs/shared values strategically identify the heart and soul of the District and serve as the foundation behind all operations. The Beliefs/Shared Values of the Keystone Oaks School District are:~~

- ~~1. Learning in a safe, respectful, and nurturing environment is the focus of the educational process, and active engagement and collaboration are critical to the process for promoting lifelong learning in order to live successfully in a diverse society.~~
- ~~2. Each student contributes unique abilities and talents which should be challenged in the academics, arts, athletics, and extracurricular activities.~~
- ~~3. Individuals are responsible and accountable for their own choices, decisions, and actions, which create the foundation of good citizenship.~~
- ~~4. Students, staff, parents, School Board members, and community members share the responsibility for the quality of education.~~
- ~~5. Success is strongly influenced by personal motivations and high expectations.~~

**POLICY NO. 101**  
**MISSION AND VISION STATEMENT/SHARED VALUES**

- ~~6. Diversity in a student population encourages an understanding of cultural differences and values and of the diverse means that learners use to engage with knowledge.~~
- ~~7. Recognition and appreciation encourage motivation and dedication.~~
- ~~8. Integrity, trust, and open communication are vital for an excellent learning community.~~
- ~~9. Collaboration, effective leadership, high expectations, and the responsible use of resources and partnerships with businesses and the community result in excellence.~~
  
- ~~10. Teaching is both an "art" and a "science" that promotes intellectual engagement among members of the learning community to ensure continuous learning.~~
- ~~11. The experiences encountered during the learning process are enhanced when the physical plant is well maintained.~~

Previously Revised: March 21, 2017; February 16, 1998

References:

Board Policy – 100

# Policy Guide



Policy No. 119

Section PROGRAMS

Title CURRENT EVENTS~~SOCIAL ISSUES~~

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 16, 1998

POLICY NO. 119 <del>CURRENT EVENTS</del> <del>SOCIAL ISSUES</del>	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board believes that the consideration of <del>current events</del><del>social issues</del> has a legitimate place in the <del>educational</del><del>instructional</del> program of the schools. Properly introduced and conducted, <del>discussion</del><del>the consideration</del> of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop <del>skills</del><del>techniques</del> for formulating and evaluating positions <del>and opinions</del>.</p>
Section 2	<p><b><u>Definition</u></b></p> <p><del>For purposes of this policy,</del> <del>A</del> <b>current event</b> is defined as a topic not expressly enumerated in the course guide as <del>content</del><del>appropriate for</del> of the course of study.</p>
Section 3	<p><b><u>Authority</u></b></p> <p>The Board will permit the introduction and proper educational use of <del>current events</del><del>social issues</del>, provided that their use in the instructional program:</p> <ol style="list-style-type: none"> <li>1. <del>Is</del><del>is</del> related to the <del>course's</del> <del>educational</del> <del>instructional</del> goals <del>of the course of study</del> and <del>the students'</del> level of maturity <del>of the students</del>;</li> <li>2. <del>D</del><del>does</del> not tend to indoctrinate or persuade students to a particular point of view.;</li> <li>3. <del>E</del><del>ncourages</del> fair presentations and open-mindedness.;</li> </ol>

Pol. 106

**POLICY NO. 119**  
**CURRENT EVENTS**~~**SOCIAL ISSUES**~~

4. ~~It~~ is conducted in a spirit of scholarly inquiry.
5. ~~and It~~ is not related to the employment status of the teacher and/or other ~~district~~ employees ~~of the District~~.

~~When social issues have not been specified in the course guide, the Board will only permit the instructional use of those issues which have been approved by the principal.~~

The Board recognizes that some deviation from the assigned course guide is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the Superintendent and, ~~through administrative directive, the guidance of the~~ staff that any discussion of ~~current events~~~~social issues~~ in the classroom ~~or school environment~~ shall be conducted in an unprejudiced and dispassionate manner and shall not disrupt the educational process, ~~or~~ fail to match the maturity level of students, ~~nor be unrelated to the goals of the District and the appropriate course guide.~~

In the discussion of any event, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to ~~their~~ ~~his/her~~ point of view.

**Section 4**

**Delegation of Responsibility**

The Superintendent shall ~~develop administrative regulations to~~ assist teaching staff members in developing techniques for the management of ~~current events~~~~social issues~~ ~~which~~ that do not stifle a spirit of free ~~and~~ scholarly inquiry.

Previously Revised: February 16, 1998

References:

PA School Code – 24 P.S. 510

Board Policy – Pol. 106

Pol. 106



KEYSTONE OAKS SCHOOL DISTRICT

# Policy ~~SUMMER SCHOOL~~ Guide



Policy No. 124

Section PROGRAMS

Title ALTERNATIVE INSTRUCTION

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 16, 1998

<b>POLICY NO. 124</b>		
<b>ALTERNATIVE INSTRUCTION</b>		
<del>SUMMER SCHOOL</del>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p><del>It is the policy of the Board that the District will make summer school opportunities available through out of district approved, accredited programs. Driver education classes, on a limited basis, shall be held for secondary school pupils of the District only.</del></p> <p>The Board may grant credit toward high school graduation for course work successfully completed through approved summer school, online courses and dual enrollment, in accordance with this policy.</p>	SC 502, 1525, 1901, 1903, 1906 Pol. 217
<b>Section 2</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The building principal shall be responsible for reviewing and approving student applications for earning credit toward graduation through approved alternative instruction courses.</p> <p>The building principal shall determine the number of credits assigned to such a course as part of the approval process before the student begins the course.</p>	
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.</p>	

**POLICY NO. 124**  
**ALTERNATIVE INSTRUCTION**~~SUMMER SCHOOL~~

The student shall receive the same letter grade for credit that is assigned by the alternative instruction course.

Credit Recovery

A student who has failed to earn credit in an academic course may recover that course credit by enrolling in a “Credit Recovery” program. Credit Recovery allows students to earn credit for the purpose of advancing to the next grade level or for graduation purposes. A student enrolled in a recovery course may receive high school credit for work completed, provided:

1. The student assumes responsibility for all fees including tuition and textbooks.
2. The building principal approves the course in advance of registration.
3. The course is given by an accredited institution approved by the Superintendent or designee.

Both the failed course and the recovered course grades will appear on the student’s transcript. However, only the recovered course grade will be calculated into a student’s grade point average.

Acceleration

Grades K-5: Course acceleration is a possibility based upon a student’s academic performance and will be determined by the classroom teacher, counselor, building administrator, person in parental relation, and approved by the Superintendent or designee.

Grades 6-12: Students may take courses for the purpose of accelerating in mathematics pathway. Only students in grades 9-12 will be given graduation credit for these courses. A student may accelerate in the mathematics course pathway, provided:

1. The student assumes responsibility for all fees including tuition and textbooks.
2. The building principal approves the course in advance.

**POLICY NO. 124**  
**ALTERNATIVE INSTRUCTION**~~SUMMER SCHOOL~~

3. The course is offered by an institution approved by the Superintendent or designee.
4. The student demonstrated readiness to move into the new pathway course.

Course acceleration may result in gaps in student learning that could impact student performance in future courses of study. Persons in parental relation, staff, and students should collaborate and make informed decisions related to course acceleration.

Retake

Students that earned a credit in a course, but would like to improve their skills and understanding of content may retake the course at the District. The student will not receive additional credit for the course that was retaken. Both course and grades will appear on the student's transcript. However, only the initial course grade will be calculated into the student's grade point average..

International Exchange Programs

District students shall receive high school credit for international exchange courses that meet the criteria established in the curriculum and are approved by the building principal.

International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Enrichment

Enrichment is additional learning opportunities outside of the Keystone Oaks Program of Studies. The student will receive graduation credit for an enrichment course and the grade will be included in the calculation of the student's grade point average. The course may be noted on the transcript at the student's request through an application/approval process. A student may pursue enrichment, provided:

**POLICY NO. 124**  
**ALTERNATIVE INSTRUCTION**~~SUMMER SCHOOL~~

1. The student assumes responsibility for all fees including tuition and textbooks.
2. The building principal approves the course in advance for it to appear on the notes section of the transcript.
3. The course is offered by an institution approved by the Superintendent or designee.

Previously Revised: February 16, 1998

# Policy Guide



Policy No. 260

Section PUPILS

Title COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS

Adopted AUGUST 20, 2019

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

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 260</b> <b>COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p style="text-align: center;"><del><b>THIS POLICY SHALL SUPERSEDE POLICIES 230 AND 231.</b></del></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes the value of students sharing their talents and skills through participation in performances and activities outside the academic school day and/or school community. The Board also recognizes the value of students’ participation in school sponsored events and trips, which are to enhance and enrich their school experiences.</p> <p>The Board adopts this policy to outline the guidelines and procedures for school sponsored competitive/non-competitive events and trips and to outline the District resources that shall be allocated to defray the cost for students attending these events.</p>	
<p><b>Section 2</b></p>	<p><b><u>Authority</u></b></p> <p>The Board shall approve any trips that are planned to keep students out of the District overnight or longer and/or trips that require District funds.</p> <p>Students on trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support, or assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within the</p>	

**POLICY NO. 260  
COMPETITIVE/NON-COMPETITIVE EVENTS AND  
TRIPS**

district facilities or on district grounds without Board or Superintendent permission.

**Section 3**

**Definitions**

For purposes of this policy, a competitive/non-competitive event or trip shall be considered **school sponsored** when:

- ~~1.~~ ~~It takes place during the academic school year.~~
- ~~2.~~1. It is sponsored by a District recognized organization and operates under the direction of the District.
- ~~3.~~2. It benefits a group (club, class, grade level, team) as opposed to individuals, and is planned through and for such group, as opposed to being formed for the purpose of taking a trip or participating in an event. Thus, the group cannot be formed for the sole purpose of making the trip or event possible.
- ~~4.~~3. Includes athletic teams sanctioned by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.)
- ~~5.~~4. Does not fall under the definition of a Curricular Field Trip as outlined in Board policy 121.

A **Level 0 Event** is an event that a student, team, or group does not have to place/qualify in order to attend, the group does not compete at, or whose competition is not required in order to qualify for a Level II event. This is generally a local or regional event, but may be statewide or national. This does not include any sanctioned P.I.A.A. regular season events, but includes optional non-P.I.A.A. athletic events such as invitationals.

A **Level I Event** is an event that a student, team, or group does not have to place/qualify in order to attend, but consists of a competition whose winners may qualify to attend Level II events. This is generally a local or regional event, but may be statewide or national. This includes all sanctioned P.I.A.A. regular season events.

Pol. 121

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 260 COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p>A <b>Level II Event</b> is an event that a student, team, or group must qualify in order to attend, usually by competing in a Level I event prior to this event.</p> <p>A <b>Level III Event</b> is an event that a student, team, or group must qualify in order to attend, by competing in a Level II event prior to this event.</p> <p>A <b>chaperone</b> is a coach, sponsor, and/or any adult eighteen (18) years of age or older with proper clearances.</p> <p><b><u>Guidelines</u></b></p> <p>As voluntary participants in school events and trips, students shall be held responsible for compliance with District policies and the Student Code of Conduct. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school/athletic events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the District.</p> <p>Trips are to be planned for weekends, holidays, calendar breaks or summer vacations where possible.</p> <p>If an event or trip requires students to miss classroom time, preferably no more than two school days, the student has sole responsibility to contact <del>their</del><del>his or her</del> teachers and complete all assignments in a timely fashion, in accordance with applicable policies and procedures. Assignments given prior to a scheduled trip will be due on the due date or the date the student comes back to school. Students shall be given a day extension per day out on assignments given during their trip.</p> <p>No student shall be compelled to participate in an event or trip that requires the student to miss class time, nor will any student be penalized in any way for failure to do so.</p> <p>No student, group of students, or district employee may receive compensation for participation in any event or trip.</p>	<p>Pol. 218</p>
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**POLICY NO. 260  
COMPETITIVE/NON-COMPETITIVE EVENTS AND  
TRIPS**

Use of District Funds

The maximum District funds requested per student for the purposes of transportation, lodging, meals, and registration fees are as follows:

- Level 0 – \$0
- Level I – ~~\$7550~~ – For non-P.I.A.A. groups, the maximum amount allocated is to be used for registration fees only. The District shall ONLY cover transportation expenses for sanctioned regular schedule P.I.A.A. events.
- Level II – ~~\$375250~~ – Funds allocated shall be used in accordance with District travel expense policy.
- Level III – ~~\$750500~~ – Funds allocated shall be used in accordance with District travel expense policy.

For Level II and Level III events, lodging expenses will only be covered if distance is greater than one-hundred (100) miles. Food expenses will only be covered if distance is greater than fifty (50) miles.

Exceptions may be granted by the Superintendent based on event timing.

In the event that a Booster Group, Parent Organization, or fundraising pays for the student expenses at any Level (I, II, III) of event/trip, any remaining costs not covered by the Booster Group, Parent Organization or fundraising will be covered by the District at the maximum rate listed above.

Chaperones

The District requires one (1) chaperone per twelve (12) students attending an event/trip unless the destination/event requires a lower ratio or the District is not paying for the trip. The District shall pay expenses, according to District policy, for the required number of chaperones for a level II or III event only.

Pol. 827

Pol. 827



<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 260</b> <b>COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p>If a Level II/III event/trip is overnight and both male and female students are attending, the District shall pay the costs of both a male and female chaperone to attend.</p> <p>Expenses for any chaperones above this requirement shall not be covered by the District unless directed by IEP requirements.</p> <p><u>Administration of Medication</u></p> <p>The Board directs planning for <del>field</del>trips/events to start early in the school year and to include collaboration between administrators, teachers, nurses, <del>persons in parental relation</del>parents/guardians and other designated health officials.</p> <p>Decisions regarding administration of medication during <del>field</del>trips/events and other school-sponsored programs and activities shall be based on the student’s individual needs.</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p> <p><u>Delegation of Responsibility</u></p> <p>The sponsor of the trip/event will collect all necessary information regarding the costs of the event and will submit to the building principal or athletic director in the case of an athletic event. This information will be identified on the District’s approved form.</p> <p>The building principal will submit such documentation to the Superintendent or <del>their</del>his/her designee. This documentation must be submitted by the first of the month for the event to be placed on the Board agenda for approval.</p> <p>Consideration for approval of an event or trip, by the Superintendent, may be based on: the appropriateness of the activity, educational time missed, educational benefit, substitute availability, student safety, District funds requested, or any other metric deemed important.</p> <p>The Superintendent or designee shall develop procedures for the conduct of student events and trips.</p>	<p>Pol. 103, 113</p> <p>Pol. 210, 210.1</p>
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**POLICY NO. 260**  
**COMPETITIVE/NON-COMPETITIVE EVENTS AND**  
**TRIPS**

References:

Board Policy – Pol. 103, 113, 121, 210, 210.1, 827

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 827

Section OPERATIONS

Title TRAVEL RELATED EXPENSE REIMBURSEMENT

Adopted OCTOBER 20, 2015

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

	<b>POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board shall reimburse administrative, professional, classified employees, and Board members for pre-approved expenditures incurred in the course of performing services for the District, in accordance with Board policy.</p>	
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Employee</b> – includes administrative, professional and classified employees.</p> <p><b>Out of Area</b> – Outside Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, or Westmoreland counties.</p>	
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The validity of payments for job related expenses shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop administrative procedures that will address the deadline for which claims must be submitted to the Business Office in order to request reimbursement and forms for reimbursement of travel expenses. This policy attempts to address all travel and business related occurrences. Occasionally, situations arise that are not specifically covered within the policy. These situations will be addressed on an individual basis by the Superintendent prior to</p>	

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</b></p> <p>incurring the expense, with final approval or denial by the Superintendent.</p> <p><b><u>Guidelines</u></b></p> <p>Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed if approval has been obtained in advance from the Board or Superintendent according to the guidelines set forth below.</p> <p>For employees, attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>In all instances of travel and job related expense reimbursement, full itemization with original receipts attached shall be required. Receipts must be original and itemize each cost item (e.g. separate each item, tax, gratuity, etc.) and not be a single total.</p> <p>Under normal conditions, employees or Board members traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</p> <p>Travel shall be by the most economical route.</p> <p>Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.</p> <p>For official travel other than by automobile, the District shall arrange the advance purchase of transportation tickets, with Superintendent approval.</p> <p>No reimbursements will be given until after the next Business/Legislative Meeting of the Board following the deadline set by the administration for submission of claims.</p> <p><b><u>Mileage</u></b></p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent or designee.</p>	<p>Pol. 616</p> <p>Pol. 616</p>
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**POLICY NO. 827**  
**TRAVEL RELATED EXPENSE REIMBURSEMENT**

Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile. For mileage reimbursement, employees must submit a listing of the trips made for legitimate school business to the Business Office.

Board members may only be reimbursed for mileage for travel out of area.

Use of a personal vehicle requires that liability insurance be provided by the employee or Board member

**Meal Expenses**

Meals purchased during the course of travel for normal business purposes where an overnight stay is not warranted are generally not reimbursable. The District may reimburse employees for student's meals. Meals purchased for meetings amongst employees must be pre-approved.

Prior to approval the traveler must submit an estimate of the number of meals and total cost that ~~they~~ ~~he or she~~ expects to incur.

In general the maximum reimbursement for each meal shall be:

1. Breakfast \$~~20~~<sup>12</sup>
2. Lunch \$~~30~~<sup>20</sup>
3. Dinner \$~~50~~<sup>40</sup>

Discretion may be given for meal reimbursement if traveling to a high cost of living area.

If a meal is included in the conference attendance fee, an employee or Board member will not be allowed to charge for that meal.

If a meal, such as breakfast, is included with the accommodations, an employee or Board member will not be allowed to charge for that meal.

Under no circumstances will an employee or Board member be reimbursed for alcoholic beverage expenses. Receipts submitted must show the charged amount without gratuity added. District

**POLICY NO. 827**  
**TRAVEL RELATED EXPENSE REIMBURSEMENT**

reimbursement for gratuity charges shall not exceed 15%

**Accommodations**

Reservations for hotel accommodations must be made by the person traveling. Those traveling should take advantage of any discounts available with specific programs or by booking through the conference host.

Reimbursement is generally limited to the amounts set forth for the applicable city in the U.S. GSA publication per the link below. The per-night lodging amounts shown exclude taxes, which are reimbursable.

<http://www.gsa.gov/perdiem>

Only single-standard room rates will be reimbursed.

An itemized hotel receipt must be submitted with the expense report for reimbursement. The receipt should show separately: room rate, all applicable taxes, and any additional charges.

In general, the following additional charges will not be reimbursed:

- a. Hotel room cancellation charges
- b. Hotel room upgrades from the standard single rate
- c. Phone calls
- d. Internet fees
- e. Room service
- f. Movies or other entertainment
- g. Laundry
- h. Hotel in-room mini bar

**Conferences**

Employees and Board members may, with valid, documented business purpose and Board approval, travel to conferences for continuing education purposes. Conference or registration fees will be paid upfront by the District.

**POLICY NO. 827  
TRAVEL RELATED EXPENSE REIMBURSEMENT**

**Travel Extensions and Travel with Other Parties**

It will be the responsibility of the traveler who submits ~~their~~<sup>his/her</sup> expense report to track personal expenses separately from business expenses associated with such modified travel arrangements (e.g., double room occupancy, meals). It is the responsibility of the Superintendent or designee to verify the business expenses for such situations. If rates, such as airfare, increase due to travel extension, the District will pay the lesser amount.

**Car Rental**

Rental cars should be used when the nature of the trip is such that the use of local transportation, such as hotel shuttles and taxis, is not cost effective or practical. Rental fees will be paid by the traveler and reimbursed by the District.

In general, the following additional charges will not be reimbursed:

- a. Additional insurance
- b. Rental upgrades
- c. Fuel pre-purchase option or any refueling fee charged by the rental agency
- d. GPS device

An itemized car rental receipt must be submitted with the expense report for reimbursement.

**References:**

Board Policy – 216

# Policy Guide



Policy No. 907

Section COMMUNITY

Title SCHOOL VISITORS

Adopted AUGUST 21, 1989

Last Revised DECEMBER 15, 2020

	<p style="text-align: center;"><b>POLICY NO. 907 SCHOOL VISITORS</b></p> <p style="text-align: center;"><del><b>THIS POLICY SHALL SUPERSEDE POLICY 907.1.</b></del></p> <p><b>Section 1</b>     <u><b>Authority</b></u></p> <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person(s) in parental relation, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p> <p><b>Section 2</b>     <u><b>Delegation of Responsibility</b></u></p> <p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 907  
SCHOOL VISITORS**

**Section 3**

**Guidelines**

~~There may be times in which people wishing to visit a school~~  
All visitors must make arrangements in advance with the school office in that building, in order to protect the health and safety of students and staff. ~~There are circumstances where advance arrangements may not be possible, in these situations, visitors will be questioned before entry into the building.~~

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification ~~to protect the health and safety of students, staff and the school community, as well as~~ sign in and sign out, receive a badge, be provided a guide and be informed of the school's ~~health and safety~~ rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.

All staff members ~~shall~~ be responsible for requiring a visitor to demonstrate that the visitor has a badge.

No visitor may confer with a student in school without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Uniformed personnel, who are performing their official duties (police, fire), do not require a school badge.

**Classroom Visitations**

Pol. 705

**POLICY NO. 907  
SCHOOL VISITORS**

Person(s) in parental relation may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Person(s) in parental relation shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or person in parental relation, the Superintendent may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

SC 510  
22 PA Code 14.108

SC 2402  
Pol. 249

**POLICY NO. 907  
SCHOOL VISITORS**

Previously Revised: [December 15, 2020](#); April 18, 2013; March 19, 2001

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Act 13 of 2010 Military Uniforms – 24 P.S. Sec. 2402

Board Policy – 249, 705