KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION
TUESDAY, MARCH 17, 2020
7:00 PM
March 17, 2020 – Business/Legislative

7:00 PM  Meeting

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

April 14, 2020 –Work Session

7:00 PM  Meeting

•  Call to Order – President
•  Pledge of Allegiance
•  Public Comment
•  Review of Reports
•  Public Comment
•  Adjournment
BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 14, 2020 and the Business/Legislative Minutes of January 21, 2020

II. ALLEGHENY COUNTY SCHOOLS HEALTH INSURANCE CONSORTIUM SCHOOL BOARD DIRECTOR – TRUSTEE POSITION

It is recommended that the Board approve one (1) of the following individuals to serve as Allegheny County Schools Health Insurance Consortium School Board Trustee, for a two-year period effective March 31, 2020, for the Western Region:

<table>
<thead>
<tr>
<th>Nominee</th>
<th>School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Moniodes</td>
<td>Canon-McMillan School District</td>
</tr>
<tr>
<td>Sarah Olbrich</td>
<td>Mt. Lebanon School District</td>
</tr>
<tr>
<td>David Roussos</td>
<td>Carlynton School District</td>
</tr>
</tbody>
</table>

III. CLUB ADDITIONS

It is recommended that the Board approve the creation of the following clubs:

- Myrtle Best Friends Club
- Myrtle Nature Club

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report

Ms. Annie Shaw

II. SHASDA Report

Mr. Santo Raso

III. PSBA/Legislative Report

Mrs. Theresa Lydon

IV. News from the Boroughs

V. EXECUTIVE SESSION
I. FIRST READING POLICY 213: ASSESSMENT OF STUDENT PROGRESS

It is recommended that the Board approve the FIRST READING of Policy 213: Assessment of Student Progress.

II. FIRST READING POLICY 214: CLASS RANK

It is recommended that the Board approve the FIRST READING of Policy 214: Class Rank.

III. FIRST READING POLICY 217: GRADUATION REQUIREMENTS

It is recommended that the Board approve the FIRST READING of Policy 219: Graduation Requirements.

IV. PROFESSIONAL DEVELOPMENT

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

Dr. William P. Stropkaj  
University of Pittsburgh Superintendent’s Forum  
Oakland, PA  
April 29, 2020 – May 1, 2020  
No Cost to the District

Carly Devine  
Nonviolent Crisis Intervention Training Renewal  
Pittsburgh, PA  
May 18 – 19, 2020  
$1,128.64

Dave Thomas  
PaPBS Implementer’s Forum  
Hershey, PA  
May 11 – 12, 2020  
$5,535.60 (total for all)

Aaron Colf  
Kim Gray  
Cailin Irvine  
Craig Lawhead  
Nicole Kochanski

For Information Only

The Principal and Teachers attending the PaPBS Implementer’s Forum will be presenting at this conference. Funds will also be paid from Title IV to cover the cost.
BOARD ACTION REQUESTED

I. COMMUNITY COLLEGE OF BEAVER COUNTY DUAL ENROLLMENT/HIGH SCHOOL ACADEMICS AGREEMENT

The Administration recommends that the Board approve the renewed Dual Enrollment/High School Academics Agreement between the Community College of Beaver County and the Keystone Oaks School District through June 2023.

For Information Only

Under the terms of this agreement students will have the opportunity to begin taking college-level course work while completing their high school degrees. Students will have the ability to apply for Federal Pell Grants to assist with payment of these courses.
BOARD ACTION REQUESTED

I. RETIREMENTS

The Administration recommends that the Board accept the letter of retirement from the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years of Service</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Leonard</td>
<td>Learning Support Teacher - Dormont</td>
<td>26</td>
<td>June 15, 2020</td>
</tr>
<tr>
<td>Nancy Smay</td>
<td>School Counseling Secretary 6 – 12</td>
<td>30</td>
<td>June 29, 2020</td>
</tr>
</tbody>
</table>

II. APPOINTMENTS

1. Substitute Custodian

   The Administration recommends the employment of the following substitute custodian:

   **Brett Tinker**
   
   Dormont Elementary
   
   Effective – February 17, 2002
   
   Hourly Rate - $10.50

2. Club Sponsors and Stipends – 2019/2020 School Year

   In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017/2020*, it is recommended that the Board approve the following individuals for the remainder of the 2019/2020 school year:

<table>
<thead>
<tr>
<th>Club</th>
<th>Name</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myrtle Best Friends Club</td>
<td>Daniel Galentine</td>
<td>$311.11 (pro-rated)</td>
</tr>
<tr>
<td></td>
<td>Nicole Niccolai</td>
<td>$311.11 (pro-rated)</td>
</tr>
<tr>
<td></td>
<td>Teresa Zimmerman</td>
<td>$311.11 (pro-rated)</td>
</tr>
</tbody>
</table>
III. POST SEASON COACHING STIPENDS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the Board approve payment of $50.00 per week to the following individuals for coaching in the post season:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coach</th>
<th>Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming and Diving</td>
<td>Jeff DiGiacomo</td>
<td>$150.00 (3 weeks)</td>
</tr>
<tr>
<td></td>
<td>Madeline Morris</td>
<td>$150.00 (3 weeks)</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Andrew Bell</td>
<td>$100.00 (2 weeks)</td>
</tr>
<tr>
<td></td>
<td>Al Harris</td>
<td>$100.00 (2 weeks)</td>
</tr>
<tr>
<td></td>
<td>Joseph Kazalas</td>
<td>$100.00 (2 weeks)</td>
</tr>
<tr>
<td></td>
<td>Michael Kazalas</td>
<td>$100.00 (2 weeks)</td>
</tr>
</tbody>
</table>

IV. LEAVE OF ABSENCE

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

Employee 703 - Effective January 6, 2020
BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH FEBRUARY 29, 2020

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

A. General Fund as of February 29, 2020 (Check No. 61578-61789) $1,148,356.04
B. Food Service Fund as of February 29, 2020 (Check No. 9212-9222) $46,828.90
C. Athletics as of February 29, 2020 (Check No. 3185-3193) $5,273.38
D. Capital Reserve as of February 29, 2020 (None) $0.00

TOTAL $1,200,458.32

II. ALLEGHENY INTERMEDIATE UNIT 2020/2021 PROGRAM OF SERVICES BUDGETS FINANCE DIVISION

The Administration recommends that the Board approve the proposed 2020/2021 Allegheny Intermediate Unit Program of Services Budget in the amount of $2,202,973.00. The Allegheny County (AIU3) school districts’ total contribution to the budget is $1,811,545.00. The Keystone Oaks School District contribution to the Program of Services Budget is estimated to be $37,779.36 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership (WADM).

III. TRANSFER FROM GENERAL FUND TO THE CAPITAL PROJECTS FUND

It is recommended that the Board approve a transfer of $1,374,650.00 from the General Fund to the Capital Projects Fund.

For Information Only

The transfer is to move the portion of the General Fund’s fund balance that was assigned for capital projects at June 30, 2019, as per the audit report.
## EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION

### Revenue

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 8 MONTH FEBRUARY/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$30,223,490</td>
<td>$28,453,403</td>
<td>($1,770,087)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$12,272,835</td>
<td>$5,795,365</td>
<td>($6,477,470)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$666,330</td>
<td>$351,004</td>
<td>($315,326)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue</strong></td>
<td><strong>$43,162,655</strong></td>
<td><strong>$34,599,772</strong></td>
<td><strong>($8,562,883)</strong></td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 8 MONTH FEBRUARY/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$17,552,090</td>
<td>$9,543,130</td>
<td>$8,008,960</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$11,027,539</td>
<td>$5,783,661</td>
<td>$5,243,878</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$1,558,997</td>
<td>$1,241,630</td>
<td>$317,367</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$1,122,100</td>
<td>$676,618</td>
<td>$445,482</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$5,399,722</td>
<td>$3,346,148</td>
<td>$2,053,574</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$1,444,142</td>
<td>$1,096,448</td>
<td>$347,694</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$635,152</td>
<td>$603,673</td>
<td>$31,479</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$566,455</td>
<td>$408,267</td>
<td>$158,188</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$4,645,250</td>
<td>$3,891,250</td>
<td>$754,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td><strong>$43,951,447</strong></td>
<td><strong>$26,590,825</strong></td>
<td><strong>$17,360,622</strong></td>
</tr>
</tbody>
</table>

Revenues exceeding Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 8 MONTH FEBRUARY/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($788,792)</td>
<td>$8,008,947</td>
<td>$8,797,739</td>
</tr>
</tbody>
</table>

Other Financing Sources/(Uses)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 8 MONTH FEBRUARY/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In (Out)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 29, 2020

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance - 2/1/2020</td>
<td>$ 88,093.02</td>
<td>$ 14,068.83</td>
</tr>
<tr>
<td>Deposits</td>
<td>$ 2,520.60</td>
<td>$ 2,793.44</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$ 90,613.62</td>
<td>$ 16,862.27</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 15,045.84</td>
<td>$ 5,093.82</td>
</tr>
<tr>
<td>Cash Balance - 2/29/2020</td>
<td>$ 75,567.78</td>
<td>$ 11,768.45</td>
</tr>
</tbody>
</table>

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF FEBRUARY 29, 2020

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>$16,962,983</td>
</tr>
<tr>
<td>FNB BANK</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>PAYROLL (pass-thru account)</td>
<td>$47,726</td>
</tr>
<tr>
<td>FNB SWEEP ACCOUNT</td>
<td>$54,213</td>
</tr>
<tr>
<td>ATHLETIC ACCOUNT</td>
<td>$11,768</td>
</tr>
<tr>
<td>PLGIFT</td>
<td>$11,575,589</td>
</tr>
<tr>
<td>FNB MONEY MARKET</td>
<td>$729,655</td>
</tr>
<tr>
<td>PSDLAF</td>
<td>$162,091</td>
</tr>
<tr>
<td>INVEST PROGRAM</td>
<td>$180,736</td>
</tr>
<tr>
<td>OTHER POST-EMPLOYMENT BENEFITS</td>
<td>$1,973,457</td>
</tr>
<tr>
<td>COMPENSATED ABSENCES</td>
<td>$427,748</td>
</tr>
<tr>
<td></td>
<td>$16,962,983</td>
</tr>
</tbody>
</table>

| CAFETERIA FUND          | $446,033    |
| FNB BANK                 | $330,673    |
| PLGIFT                   | $115,360    |
|                         | $446,033    |

| CONSTRUCTION FUND / CAP RESERVE | $215,264   |
| FNB BANK              | $214,466    |
| PLGIT - G.O. BOND SERIES C OF 2014/ 12-19 | $798 |
|                         | $215,264    |

| GRAND TOTAL            | $17,624,280 |
|                         | $17,624,280 |
BOARD ACTION REQUESTED

I. DORMONT ELEMENTARY ROOFTOP CONTROLS

It is recommended that the Board approve the Dormont Elementary Roof Top unit controls by CS&E at a cost not to exceed $44,235.00.
BOARD ACTION REQUESTED

I. COMPETITIVE EVENT

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

**Odyssey of the Mind Western PA Competition (Level I)**
Keystone Oaks High School
March 7, 2020
Number of Teams – 19
Activity Sponsor – Jessica Dobson
Total District Funds Requested - $400.00

*For Information Only*

Registration fees were waived for 15 teams due to Keystone Oaks School District hosting the event. Total District funds requested is for four (4) teams.

II. OVERNIGHT TRIPS

It is recommended that the Board approve the following overnight trips:

**Wrestling State Southwest Semi-Finals (Level II)**
Indiana University of Pennsylvania
February 27 – 29, 2020
Number of competitors – 2 ($240.00 each)
Coach – Andrew Bell ($240.00)
Total District Funds Requested - $720.00

**Swimming & Diving State Championship (Level II)**
Bucknell University
March 11, 2020 – March 14, 2020
Number of competitors – 2 ($500.00 total)
Coaches – Jeff DiGiacomo and Madeline Morris ($1,277.00 total)
Total District Funds Requested - $1,777.00
Policy No. 213
KEYSTONE OAKS SCHOOL DISTRICT
Policy Title
ASSESSMENT OF STUDENT PROGRESS
Section PUPILS
Adopted AUGUST 21 1989
Revised JUNE 25, 2015;
DECEMBER 4, 2008;
JUNE 28, 1999

POLICY NO. 213
ASSESSMENT OF STUDENT PROGRESS

Section 1 Purpose
The Board recognizes that a system of assessing student achievement can help the students, teachers and parents/guardians to understand and evaluate a student’s progress toward educational goals and the Pennsylvania Core standards.

Section 2 Definition
Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to:

a. Determine a student’s attainment of established academic standards.

b. Learn the student’s strengths and weaknesses.

c. Plan an educational or vocational future for the student in areas of the greatest potential for success.

d. Know where remedial work is required.

Title 22 Sec. 4.11
### POLICY NO. 213
### ASSESSMENT OF STUDENT PROGRESS

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.

#### Section 3  Authority

The Board directs that the instructional program of this District include a system of assessing all students’ academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.

Students with disabilities shall be included in the district’s assessment system, with appropriate accommodations when necessary.

The district’s assessment system shall include a variety of assessment strategies which may include:

a. Written work by students.

b. Scientific experiments conducted by students.

c. Works of art or musical, theatrical or dance performance by students.

d. Demonstrations, performances, products or projects by students related to specific academic standards.

e. Examinations developed by teachers to assess specific academic standards.

f. Nationally or state available achievement tests.

g. Diagnostic assessments.

h. Evaluations of portfolios of student work related to achievement of academic standards.

i. Other measures, as appropriate, which may include standardized tests.

---

SC 1531, 1532
Title 22 Sec. 4.11, 4.51, 4.52

Title 22 Sec. 4.52

Title 22 Sec. 4.52
### Section 3  Delegation of Responsibility

The Superintendent or designee shall develop assessment procedures which include the following:

| 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 4  Guidelines

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.

**Individual** extra credit assignments will not be given by teachers so that a student may improve his/her letter grade.

**Classroom** extra credit assignments may be given so long as they are substantially germane to the subject matter being taught.
POLICY NO. 213
ASSESSMENT OF STUDENT PROGRESS

The purpose of “extra credit” is not to allow students to gain enough points to significantly alter a final or quarter grade. Extra credit allows a teacher to make an improved judgment of a student’s academic capability.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied/Accelerated</td>
<td>Honor</td>
<td>AP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular/CP</td>
<td>Grade</td>
<td>Value</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>A</td>
<td>4.5</td>
<td>A</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>B</td>
<td>3.5</td>
<td>B</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>C</td>
<td>2.5</td>
<td>C</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>D</td>
<td>1.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>F</td>
<td>0</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>P</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References:

School Code – 24 P.S. Sec. 1531, 1532
State Board of Education Regulations – 22 PA Code Sec. 4.11, 4.24, 4.51, 4.5
# POLICY NO. 217
GRADUATION REQUIREMENTS

## Section 1

### Purpose

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.

## Section 2

### Authority

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.

The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon request for review by the designated representatives of the Pennsylvania Department of Education.
POLICY NO. 217
GRADUATION REQUIREMENTS

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

*For the Senior Classes of 2020 and 2021:

1. English * 4 credits
2. Social Studies * 4 credits
3. Mathematics * 4 credits
4. Science * 4 credits
5. Physical Education 1 credit
6. S.T.E.A.M. 1 credit

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

7. Health 0.5 credit
8. Electives 7.5 credits
9. Community Service 0.5 credit
   (Equivalent to 60 hours of community service – details are described in the Community Service Handbook)
10. Career Readiness/Job Shadowing 0.5 credit
    (Details are described in the Career Readiness Handbook)
POLICY NO. 217
GRADUATION REQUIREMENTS

For the Senior Classes of 2022 and 2023:

1. English * 4 credits
2. Social Studies * 4 credits
3. Mathematics * 4 credits
4. Science * 4 credits
5. Physical Education/Health 1 credit
6. S.T.E.A.M. 1 credit

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

7. Electives 8 credits
8. Community Service 0.5 credit
   (Equivalent to 60 hours of community service – details are described in the Community Service Handbook)
9. Career Readiness/Job Shadowing 0.5 credit
   (Details are described in the Career Readiness Handbook)
**POLICY NO. 217**  
**GRADUATION REQUIREMENTS**

*For the Senior Classes of 2024 and beyond:*

1. **English** * 4 credits
2. **Social Studies** * 4 credits
3. **Mathematics** * 4 credits
4. **Science** * 4 credits
5. **Physical Education/Health** 1 credit
6. **Computer Science** * 0.5 credit
7. **Electives** 8 credits
8. **Community Service** 0.5 credit  
   (Equivalent to 60 hours of community service – details are described in the Community Service Handbook)
9. **Career Readiness/Job Shadowing** 0.5 credit  
   (Details are described in the Career Readiness Handbook)

*Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

**Keystone Exams**

The District will follow current guidelines for graduation requirements as they pertain to Keystone Exams or any other state testing requirements, available on the Pennsylvania Department of Education website.

**Participation in Graduation Ceremonies**

To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be
POLICY NO. 217
GRADUATION REQUIREMENTS

permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students with unfulfilled financial obligations will not receive their diplomas, but may be allowed to participate in the ceremony.

Student Transcripts

PSSA scores will be included on student transcripts. Beginning with the class of 2017, the performance level for each Keystone Exam will be included.

Section 3 Delegation of Responsibility

The Superintendent shall develop procedures for implementing this policy which includes careful recording of each student's progress and accumulation of graduation requirements.

References:

School Code – 24 P.S. Sec. 101 et seq.,1611, 1613, 1614

State Board of Education Regulations – 22 PA Code Sec. 4.24

Revision History: March 26, 2015; June 26, 2014; April 18, 2013; February 17, 2011; March 18, 2010; May 10, 2006; March 18, 2004; June 28, 1999
### POLICY NO. 214
CLASS RANK/GRADUATION HONORS

#### Section 1  
**Purpose**

The Board acknowledges the usefulness for a system of computing quality point averages for secondary school students to inform students, parents/guardians and others of their relative academic placement.

#### Section 2  
**Authority**

*For the Senior Classes of 2020 and beyond:*

Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.

#### Section 3  
**Guidelines**

Quality points shall be awarded for each course according to Board Policy 127 – Assessment System based on the student’s final grade, the academic level, and the number of credits of the course.
POLICY NO. 214  
CLASS RANK/GRADUATION HONORS

*For the Senior Classes of 2020, and 2021 and 2022:*

Students shall be ranked for Commencement proceedings in order from highest to lowest according to quality point averages.

Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

*For the Senior Class of 2023 and beyond:*

Students shall be categorized according to the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Quality Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>3.50-3.74</td>
</tr>
<tr>
<td>High Honors</td>
<td>3.75+</td>
</tr>
<tr>
<td>Distinguished Graduate</td>
<td>4.01+ other criteria</td>
</tr>
</tbody>
</table>

**Distinguished Graduate**

Additional criteria to be a Distinguished Graduate include: One-hundred (100) or more hours of community service, according to District guidelines; a leadership position within the school or community; and less than four unexcused tardies and three unexcused absences.

Distinguished graduate(s) will be selected through a Committee to speak at Commencement, along with the class president.

**Section 4**  
**Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the computation of quality point averages to implement this policy and procedures for selection of a Distinguished graduate(s) to speak at Commencement.

22 PA Code 4.24
POLICY NO. 214
CLASS RANK/GRADUATION HONORS

References:
State Board of Education Regulations – 22 PA Code Sec. 4.24
Board Policy – 127

Revision History: March 26, 2015; June 28, 1999