

# BOARD OF SCHOOL DIRECTORS

## BUSINESS/LEGISLATIVE SESSION

Tuesday, March 17, 2020

7:00 PM

### *MINUTES*

#### Call to Order

President Patricia Ann Shaw called the meeting to order at 7:06 p.m.

#### Pledge

The meeting opened with the pledge to the flag.

#### Attendance

Those present included: Mr. Cesario, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent and Mr. Joseph Kubiak, Business Manager/Board Secretary.

Ms. Crowell and Mr. Michael Brungo, Solicitor participated via phone.

Mr. Raso, Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were absent.

#### Board Minutes

#### **BOARD MINUTES**

On the motion of Ms. Evans, seconded by Mr. Laporte, the Board approved the Work Session Minutes of February 11, 2020 and the Business/Legislative Minutes of February 18, 2020

*Motion carried 8-0*

#### ACSHIC Trustee

#### **ALLEGHENY COUNTY SCHOOLS HEALTH INSURANCE CONSORTIUM SCHOOL BOARD DIRECTOR – TRUSTEE POSITION**

On the motion of Ms. Shaw, seconded by Ms. Crowell, the Board approved 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:

#### Nominee

#### School District

Peter Moniodes

Canon-McMillan School District

Sarah Olbrich

Mt. Lebanon School District

David Roussos          Carlynton School District

- The Board of School Directors nominated Sarah Olbrich, Mt. Lebanon School District.

*Motion carried 8-0*

**Club Additions**

**CLUB ADDITIONS**

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the creation of the following clubs:

Myrtle Best Friends Club  
Myrtle Nature Club

*Motion carried 8-0*

**MOU**

**Memorandum of Understanding**

The following motion was made off the floor:

On the motion of Mrs. Lydon, seconded by Mr. Cesario:

It is recommended that the Board approve the Memorandum of Understanding between the Keystone Oaks School District and the Keystone Oaks Education Association regarding the temporary terms and conditions of the Mental Health position.

*Motion carried 8-0*

**For Information Only**

**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

**Executive Session**

**EXECUTIVE SESSION**

Executive Session was held prior to this evenings Business/Legislative Session to discuss personnel, litigation and negotiations.

**Superintendent's Report**

**SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj**

**Policy 213**

**FIRST READING POLICY 213: ASSESSMENT OF STUDENT PROGRESS**

On the motion of Mrs. Lydon, seconded by Mr. Ceasrio, the Board approved the FIRST READING of Policy 213: *Assessment of Student Progress*.

Motion carried 8-0

Policy 214

**FIRST READING POLICY 214: CLASS RANK**

On the motion of Mrs. Lydon, seconded by Mr. Ceasrio, the Board approved the FIRST READING of Policy 214: *Class Rank*.

Motion carried 8-0

Policy 217

**FIRST READING POLICY 217: GRADUATION REQUIREMENTS**

On the motion of Mrs. Lydon, seconded by Mr. Ceasrio, the Board approved the FIRST READING of Policy 219: *Graduation Requirements*.

Motion carried 8-0

Professional Development

**PROFESSIONAL DEVELOPMENT**

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

<b>Dr. William P. Stropkaj</b>	University of Pittsburgh Superintendent’s Forum Oakland, PA April 29, 2020 – May 1, 2020	<i>No Cost to the District</i>
<b>Carly Devine</b>	Nonviolent Crisis Intervention Training Renewal Pittsburgh, PA May 18 – 19, 2020	\$1,128.64
<b>Dave Thomas Aaron Colf Kim Gray Cailin Irvine Craig Lawhead Nicole Kochanski</b>	PaPBS Implementer’s Forum Hershey, PA May 11 – 12, 2020	\$5,535.60 (total for all)

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.

Motion carried 8-0

Education Report

**EDUCATION REPORT – Mrs. Theresa Lydon**

CCAC Beaver County

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

On the motion of Mrs. Lydon, seconded by Mrs. Donahue, the Board approved 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.

*Motion carried 8-0*

Personnel Report

**PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario**

Retirements

**RETIREMENTS**

On the motion of Mr. Cesario, seconded by Ms. Evans, the Board accepted the letters of retirement from the following individuals:

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

*Motion carried 8-0*

Appointments

**APPOINTMENTS**

Substitute Custodian

**1. Substitute Custodian**

On the motion of Mr. Cesario, seconded by Mr. LaPorte, the Board approved the employment of the following substitute custodian:

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

*Motion carried 8-0*

Club Sponsors

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

On the motion of Mr. Cesario, seconded by Mr. LaPorte, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2017/2020***, the Board approved the following individuals for the remainder of the 2019/2020 school year:

<u>Club</u>	<u>Name</u>	<u>Stipend</u>
Myrtle Best Friends Club	Daniel Galentine	\$311.11 (pro-rated)
	Nicole Niccolai	\$311.11 (pro-rated)
	Teresa Zimmerman	\$311.11 (pro-rated)
Myrtle Nature Club	Zachary Whitfield	\$933.33 (pro-rated)

*Motion carried 8-0*

**Post Season Coaching**

**POST SEASON COACHING STIPENDS**

On the motion of Mr. Cesario, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, the Board approved payment of \$50.00 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipends</u>
Swimming and Diving	<b>Jeff DiGiacomo</b>	\$150.00 (3 weeks)
	<b>Madeline Morris</b>	\$150.00 (3 weeks)
Wrestling	<b>Andrew Bell</b>	\$100.00 (2 weeks)
	<b>Al Harris</b>	\$100.00 (2 weeks)
	<b>Joseph Kazalas</b>	\$100.00 (2 weeks)
	<b>Michael Kazalas</b>	\$100.00 (2 weeks)

*Motion carried 8-0*

**Leave of Absence**

**LEAVE OF ABSENCE**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, the Board approve the following individual for Family and Medical Leave:

Employee 703 - Effective January 6, 2020

*Motion carried 8-0*

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

**Accounts Payable**

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH FEBRUARY 29, 2020**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved 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**

*Motion carried 8-0*

**Program of Services**

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

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved 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).

*Motion carried 8-0*

**Transfer from General  
to Capital Fund**

**TRANSFER FROM GENERAL FUND TO THE CAPITAL PROJECTS FUND**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved 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.

*Motion carried 8-0*

**FOR INFORMATION ONLY**

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

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

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

**Revenues exceeding Expenditures** \$ (788,792) \$ 8,008,947 \$ 8,797,739

**Other Financing Sources/(Uses)**

Interfund Transfers In (Out) \$ - \$ - \$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 29, 2020**

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

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF FEBRUARY 29, 2020**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 47,726
FNB SWEEP ACCOUNT	\$ 54,213
ATHLETIC ACCOUNT	\$ 11,768
PLGIT	\$ 11,575,589
FNB MONEY MARKET	\$ 729,655
PSDLAF	\$ 162,091
INVEST PROGRAM	\$ 180,736
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,973,457
COMPENSATED ABSENCES	\$ 427,748
	<b>\$ 16,962,983</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 330,673
PLGIT	\$ 115,360
	<b>\$ 446,033</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 214,466
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 798
	<b>\$ 215,264</b>
<b>GRAND TOTAL</b>	<b>\$ 17,624,280</b>



**Facilities Report**

**FACILITIES REPORT – Mr. Santo Raso**

**Dormont – Rooftop Controls**

**DORMONT ELEMENTARY ROOFTOP CONTROLS**

On the motion of Mr. LaPorte, seconded by Mrs. Donahue, the Board approved the Dormont Elementary Roof Top unit controls by CS&E at a cost not to exceed \$44,235.00.

*Motion carried 8-0*

**Activities & Athletics Report  
Competitive Event**

**ACTIVITIES & ATHLETICS REPORT – Ms. Raeann Lindsey**

**COMPETITIVE EVENT**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved 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.

*Motion carried 7-0-1*

**Overnight Trips**

**OVERNIGHT TRIPS**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved 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

*Motion carried 8-0*

**Adjournment**

**ADJOURNMENT**

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the meeting was adjourned at 7:26 p.m.

*Motion passed 8-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary  
Board Recording Secretary

## **ACTIVITIES & ATHLETICS REPORT**

**March 17, 2020**

**Ms. Raeann Lindsey, Chairperson**

### **BOARD ACTION REQUESTED**

#### **I. COMPETITIVE EVENT**

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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 213

Section PUPILS

Title ASSESSMENT OF STUDENT  
PROGRESS

Adopted AUGUST 21 1989

Revised JUNE 25, 2015;  
DECEMBER 4, 2008;  
JUNE 28, 1999

<b>POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>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.</p>	
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>Assessment</b> 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"> <li>a. Determine a student's attainment of established academic standards.</li> <li>b. Learn the student's strengths and weaknesses.</li> <li>c. Plan an educational or vocational future for the student in areas of the greatest potential for success.</li> <li>d. Know where remedial work is required.</li> </ol>	Title 22 Sec. 4.11

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS</b></p> <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><b><u>Authority</u></b></p> <p>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.</p> <p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p> <p>The district's assessment system shall include a variety of assessment strategies which may include:</p> <ol style="list-style-type: none"> <li>a. Written work by students.</li> <li>b. Scientific experiments conducted by students.</li> <li>c. Works of art or musical, theatrical or dance performance by students.</li> <li>d. Demonstrations, performances, products or projects by students related to specific academic standards.</li> <li>e. Examinations developed by teachers to assess specific academic standards.</li> <li>f. Nationally or state available achievement tests.</li> <li>g. Diagnostic assessments.</li> <li>h. Evaluations of portfolios of student work related to achievement of academic standards.</li> <li>i. Other measures, as appropriate, which may include standardized tests.</li> </ol>	<p>SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52</p> <p>Title 22 Sec. 4.52</p> <p>Title 22 Sec. 4.52</p>
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**POLICY NO. 213  
ASSESSMENT OF STUDENT PROGRESS**

**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.

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

**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:

Applied/Accelerated Regular/CP		Honor		AP	
Grade	Value	Grade	Value	Grade	Value
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	0	P	0		

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 Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted AUGUST 21, 1989

Revised MARCH 19, 2019

<b>POLICY NO. 217 GRADUATION REQUIREMENTS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>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.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>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.</p> <p>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.</p>

**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<br>(Equivalent to 60 hours of community service – details are described in the Community Service Handbook) | 0.5 credit  |
| 10. Career Readiness/Job Shadowing<br>(Details are described in the Career Readiness Handbook)                                  | 0.5 credit  |

**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<br>(Equivalent to 60 hours of community service – details are described in the Community Service Handbook) | 0.5 credit |
| 9. Career Readiness/Job Shadowing<br>(Details are described in the Career Readiness Handbook)                                   | 0.5 credit |

**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<br>(Equivalent to 60 hours of community service – details are described in the Community Service Handbook) | 0.5 credit |
| 9. Career Readiness/Job Shadowing<br>(Details are described in the Career Readiness Handbook)                                   | 0.5 credit |

*\*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 Guide



Policy No. 214

Section PUPILS

Title CLASS RANK/  
GRADUATION HONORS

Adopted AUGUST 21, 1989

Revised AUGUST 20, 2019

<b>POLICY NO. 214 CLASS RANK/GRADUATION HONORS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>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.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p><i>For the Senior Classes of 2020 and beyond:</i></p> <p>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.</p>
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p>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.</p>

**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~~2~~ and beyond:*

Students shall be categorized according to the following:

Honors            3.50-3.74  
High Honors    3.75+  
Distinguished Graduate 4.01+ other criteria

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