



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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, APRIL 21, 2020  
7:00 PM**

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

**April 21, 2020– Business/Legislative**

**7:00 PM Meeting**

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

**May 12, 2020 – Special Voting Meeting**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- **Approval of the 2020/2021 Proposed Final Budget**
- Adjournment

**May 19, 2020 – Work Session**

**7:00 PM Meeting**

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

**BOARD PRESIDENT'S REPORT**  
**April 21, 2020**

Ms. Patricia A. Shaw

**BOARD ACTION REQUESTED**

**I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of March 10, 2020 and the Business/Legislative Minutes of March 17, 2020

**II. AGREEMENT OF SALE**

It is recommended that the Board approve the Agreement of Sale between the Keystone Oaks School District and the Borough of Green Tree.

**III. 2020/2021 BOARD MEETING DATES**

It is recommended that the Board approve the 2020/2021 Board Meeting dates as listed below through the month of June, 2020:

<b>August 11, 2020</b>	<b>Work Session</b>
<b>August 18, 2020</b>	<b>Business/Legislative Meeting</b>
<b>September 8, 2020</b>	<b>Work Session</b>
<b>September 15, 2020</b>	<b>Business/Legislative Meeting</b>
<b>October 13, 2020</b>	<b>Work Session</b>
<b>October 20, 2020</b>	<b>Business/Legislative Meeting</b>
<b>November 10, 2020</b>	<b>Work Session</b>
<b>November 17, 2020</b>	<b>Business/Legislative Meeting</b>
<b>December 8, 2020</b>	<b>Reorganization/Work Session</b>
<b>December 15, 2020</b>	<b>Business/Legislative Meeting</b>
<b>January 12, 2021</b>	<b>Work Session</b>
<b>January 19, 2021</b>	<b>Business/Legislative Meeting</b>
<b>February 9, 2021</b>	<b>Work Session</b>
<b>February 16, 2021</b>	<b>Business/Legislative Meeting</b>
<b>March 9, 2021</b>	<b>Work Session</b>
<b>March 16, 2021</b>	<b>Business/Legislative Meeting</b>

**April 13, 2021**  
**April 20, 2021**

**Work Session**  
**Business/Legislative Meeting**

**May 11, 2021**

**Special Voting Meeting/ Work  
Session**

**May 18, 2021**

**Business/Legislative Meeting**

**June 8, 2021**  
**June 15, 2021**

**Work Session**  
**Business/Legislative Meeting**

**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**

# SUPERINTENDENT'S REPORT

April 21, 2020

Dr. William P. Stropkaj

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 214: CLASS RANK**

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

### **II. SECOND READING POLICY 217: GRADUATION REQUIREMENTS**

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

### **III. FIRST READING POLICY 201: ADMISSION OF STUDENTS**

It is recommended that the Board approve the FIRST READING of Policy 201: *Admission of Students*.

### **IV. FIRST READING POLICY 204: ATTENDANCE**

It is recommended that the Board approve the FIRST READING of Policy 204: *Attendance*.

### **V. FIRST READING POLICY 208: WITHDRAWAL FROM SCHOOL**

It is recommended that the Board approve the FIRST READING of Policy 208: *Withdrawal from School*.

### **VI. FIRST READING POLICY 209: HEALTH EXAMINATIONS**

It is recommended that the Board approve the FIRST READING of Policy 209: *Health Examinations*.

### **VII. FIRST READING POLICY 707: USE OF SCHOOL FACILITIES**

It is recommended that the Board approve the FIRST READING of Policy 707: *Use of School Facilities*.

### **VIII. ATTACHMENT NO. 707-AR-1: KEYSTONE OAKS FACILITIES USAGE APPLICATION AND AGREEMENT**

It is recommended that the Board approve the FIRST READING of Attachment No. 707-AR-1: *Keystone Oaks Facilities Usage Application and Agreement*.

**IX. ATTACHMENT NO. 707-AR-2: KEYSTONE OAKS FACILITIES RENTAL FEE SCHEDULE**

It is recommended that that Board approve the FIRST READING of Attachment No. 707-AR-2: *Keystone Oaks Facilities Rental Fee Schedule*.

# EDUCATION REPORT

April 21, 2020

Mrs. Theresa Lydon, Chairperson

## **BOARD ACTION REQUESTED**

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

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

**Textbook**

**Publisher**

*Asi se dice*, Level 4

McGraw Hill

*Bien Dit*, Level 1 French 1)

Hawcourt

### **II. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM**

The Administration recommends that the Board approve the Student Instructional Summer Work Program at the Keystone Oaks High School from June 16-19; June 22 – 26; June 29 – July 3 and July 6 – 10, 2020 (7:00 a.m. – 12:00 p.m.) for approximately 15 students and two (2) instructors, Mr. Mark Elphinstone and Mr. Michael Orsi. This program has both an instructional component and custodial component.

# **PUPIL PERSONNEL REPORT**

**April 21, 2020**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS FOR THE 2020/2021 SCHOOL YEAR**

The Administration recommends that the Board approve the Allegheny Intermediate Unit *Notice of Adoption of Policies, Procedures and Use of Funds* for the 2020/2021 school year in compliance with the federal requirements of 34 CFR PART 300.



# PERSONNEL REPORT

April 21, 2020

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

## BOARD ACTION REQUESTED

### I. RETIREMENT

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

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>	<u>Effective Date</u>
Brett Musser	Teacher – Keystone Oaks Middle School	23	August 18, 2020

### II. RESIGNATION

The Administration recommends that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sarah Streit	Speech Therapist	May 13, 2020

# FINANCE REPORT

April 21, 2020

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MARCH 31, 2020

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

A. General Fund as of March 31, 2020 (Check No. 61790-61942)	\$488,761.71
B. Food Service Fund as of March 31, 2020 (Check No. 9223-9231)	\$40,432.81
C. Athletics as of March 31, 2020 (Check No. 3194-3205)	\$3,653.58
D. Capital Reserve as of March 31, 2020 (Check No. 1643)	\$68,477.25
<b>TOTAL</b>	<b>\$601,325.35</b>

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,223,490	\$ 28,811,741	\$ (1,411,749)
7000	State Revenue Sources	\$ 12,272,835	\$ 6,782,840	\$ (5,489,995)
8000	Federal Revenue Sources	\$ 666,330	\$ 393,826	\$ (272,504)
<b>Total Revenue</b>		<b>\$ 43,162,655</b>	<b>\$ 35,988,407</b>	<b>\$ (7,174,248)</b>
				<b>(OVER)</b> UNDER BUDGET
<b>Expenditures</b>				
100	Salaries	\$ 17,552,090	\$ 10,829,915	\$ 6,722,175
200	Benefits	\$ 11,027,539	\$ 6,749,177	\$ 4,278,362
300	Professional/Technical Services	\$ 1,558,997	\$ 1,422,032	\$ 136,965
400	Property Services	\$ 1,122,100	\$ 772,602	\$ 349,498
500	Other Services	\$ 5,399,722	\$ 3,522,419	\$ 1,877,303
600	Supplies/Books	\$ 1,444,142	\$ 1,169,034	\$ 275,108
700	Equipment/Property	\$ 635,152	\$ 621,189	\$ 13,963
800	Other Objects	\$ 566,455	\$ 406,150	\$ 160,305
900	Other Financial Uses	\$ 4,645,250	\$ 3,891,250	\$ 754,000
<b>Total Expenditures</b>		<b>\$ 43,951,447</b>	<b>\$ 29,383,768</b>	<b>\$ 14,567,679</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (788,792)</b>	<b>\$ 6,604,639</b>	<b>\$ 7,393,431</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ (1,374,650)	\$ 1,374,650

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2020**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 3/1/2020	\$ 75,567.78	\$ 11,768.45
Deposits	\$ 36.23	\$ 5.47
Subtotal	\$ 75,604.01	\$ 11,773.92
Expenditures	\$ 8,072.25	\$ 3,653.58
Cash Balance - 3/31/2020	\$ 67,531.76	\$ 8,120.34

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF MARCH 31, 2020**

	<b>BALANCE</b>	
<b>GENERAL FUND</b>		
FNB BANK	\$	1,800,000
PAYROLL (pass-thru account)	\$	12,854
FNB SWEEP ACCOUNT	\$	1,533,600
ATHLETIC ACCOUNT	\$	8,120
PLGIT	\$	6,617,847
FNB MONEY MARKET	\$	130,746
PSDLAF	\$	162,199
INVEST PROGRAM	\$	180,982
OTHER POST-EMPLOYMENT BENEFITS	\$	1,976,052
COMPENSATED ABSENCES	\$	428,310
	<b>\$</b>	<b>12,850,710</b>
<b>CAFETERIA FUND</b>		
FNB BANK	\$	311,318
PLGIT	\$	159,834
	<b>\$</b>	<b>471,152</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>		
FNB BANK	\$	1,288,350
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$	799
	<b>\$</b>	<b>1,289,149</b>
<b>GRAND TOTAL</b>	<b>\$</b>	<b>14,611,011</b>

# ACTIVITIES & ATHLETICS REPORT

April 21, 2020

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ADVERTISE FOR ATHLETIC BIDS – WINTER/SPRING 2020/2021

It is recommended that the Board approve the advertisement for athletic bids for the Winter and Spring of the 2020/2021 school year.

### II. 2020/2021 FALL ATHLETIC BIDS

It is recommended that the Board approve the **Fall Athletic Bids** for the 2020/2021 school year in the amount of \$71,340.53 to the following companies:

Century Sports	\$70,142.03
US Logo Service LLC	\$ 1,198.50

# 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



# 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. 201

Section PUPILS

Title ADMISSION OF STUDENTS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 21, 2013;  
MAY 21, 2001

POLICY NO. 201 ADMISSION OF STUDENTS	
Section 1	<p><u>Authority Purpose</u></p> <p>The Board shall establish age requirements for the admission of <del>beginning</del> students to first grade and to kindergarten that <del>which</del> are consistent with state law and regulations.</p>
Section 2	<p><u>Guidelines</u></p> <p><u>First Grade</u><del>Beginners</del></p> <p><del>Beginners</del> are <del>students</del> children entering the lowest grade of the primary school above the kindergarten level. <del>They shall be admitted to school only during the first two weeks of the annual school term, except that a child who is eight years of age may begin school at any time during the school year.</del> The Board establishes the District's entry age for beginners as six (6) years by September 1, in accordance with state law and regulations.</p> <p>The Board is not required to admit as a beginner any child whose age is less than the District's admission age for beginners.</p> <p>No child under the age of five (5) years, nine (9) months before the first day of the school term will be granted early admission to first grade.</p> <p><del>A beginner is eligible for admission to first grade if he/she is at least six (6) years of age on or before September 1.</del></p>

22 PA Code 11.12,  
11.41  
SC 1301

22 PA Code 11.15  
SC 1304, 1326

22 PA Code 11.16

22 PA Code 11.15

	<p><u>Kindergarten</u></p> <p>The Board establishes the District’s entry age for kindergarten as five (5) years by September 1, in accordance with state law and regulations.</p> <p>The Board is not required to admit to kindergarten any child whose age is less than the District’s admission age for kindergarten.</p> <p>No child under the age of four (4) years, nine (9) months before the first day of the school term will be granted early admission to kindergarten.</p> <p><del>A child is eligible for admission to kindergarten if he/she is five (5) years of age on or before September 1.</del></p> <p><del>Pupils moving into the District who have already attended kindergarten or grade one, but do not meet age requirements of the District will be permitted to continue in the proper grade.</del></p> <p><u>Early Admission</u></p> <p>The District will consider early admission to kindergarten or first grade even though a child does not meet the established admission age requirements, provided the child demonstrates readiness for entry by the first day of the school term. Children having a birthday falling between September 1 and November 30, may seek early admission to kindergarten or first grade in accordance with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The person in parental relation must contact the school office to obtain an early entrance packet that will describe requirements for early entrance, which must be completed and returned to the school before May 1.</li> <li>2. The school psychologist and building principal will review the early entrance packet to determine if the child should be evaluated individually.</li> <li>3. If a child is evaluated individually and displays the necessary characteristics, the recommendation for early entrance will be sent to the Superintendent for approval.</li> </ol>	<p>22 PA Code 11.14</p> <p>22 PA Code 11.14</p> <p>22 PA Code 11.14</p> <p>22 PA Code 11.14, 11.16</p>
--	---	--

Transfer Students

~~Students~~**Pupils** moving into the District who have already attended kindergarten or grade one, **in a Pennsylvania public school**, but do not meet age requirements of the District will be permitted to continue in the proper grade. Any **other** student who transfers into the ~~Keystone Oaks School~~District's kindergarten or first grade programs who has not met the age requirement (see above) shall be evaluated for readiness and developmental skills **by the school psychologist and the building principal through the Office of the Coordinator of Pupil Personnel Services**. Based upon the results of the evaluation, a **parent** meeting shall be convened with **the person in parental relation to discuss** recommendations for appropriate grade placement. If the **person in parental relation**~~parent~~ disagrees, they **may appeal the matter to the Superintendent for final determination**~~attached form must be completed for admission to occur~~.

~~Title 22  
Sec. 11.1~~

~~Administrators and counselors shall explain to parents the problems likely to arise when a child enters school before being ready. If the parents wish to pursue the matter, the following procedures shall be followed:~~

- ~~a. The parents shall be referred to the Coordinator of Pupil Personnel Services.~~
- ~~b. The Coordinator will provide the parents with a minimum list of three qualified psychologists who can evaluate the child. This list may include the District psychologist (who will be acting outside of his/her role as a district employee), university psychology department graduate programs, or independent practitioners. The fee shall be set by the psychologist and paid by the parents.~~
- ~~c. The psychologist shall contact the Coordinator of Pupil Personnel Services for information as to the tests required by the School District. The district maintains the right to retest the child.~~
- ~~d. Criteria of evaluation will include intellect, maturation, skill development and socialization.~~



- ~~e.—The psychologist will submit a recommendation and all test data to the Coordinator of Pupil Personnel Services and the Assistant Superintendent for review and approval. The decision of the Assistant Superintendent/Superintendent is final. The names of students who qualify for early admission shall be submitted to the Superintendent. Parents of students who do not qualify for early admission shall be notified in writing by the Superintendent.~~
- ~~f.—No child under the age of four years, nine months will be granted early admission to kindergarten.~~
- ~~g.—No child under the age of five years, nine months will be granted early admission to first grade.~~
- ~~h.—The Superintendent will notify the parents in writing of their child’s early admission. A copy of this letter will be provided to the Board.~~

**Section 3**

**Delegation of Responsibility**

The Superintendent or designee shall require that the **person in parental relation**~~parent/guardian~~ of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations, ~~and Parent Registration Statement, as required by law and regulations, as then in effect.~~

The Superintendent or designee shall determine the procedures for early admission requests or transfers for kindergarten or first grade.

Previously Revised: November 21, 2013; May 21, 2001

References:

School Code – 24 P.S. Sec. 1301, 1304, 1326

State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.14, 11.15, 11.16, 11.41

Board Policy – Pol. 200, 203

Pol. 200, 203

# Policy Guide



Policy No. 204

Section PUPILS

Title ATTENDANCE

Adopted AUGUST 21, 1989

Last Revised AUGUST 15, 2017;  
JUNE 20, 2013;  
OCTOBER 19, 1998

<b>POLICY NO. 204 ATTENDANCE</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p>	22 PA Code 11.41
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board requires the aAttendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary student absences may be excused by authorized District staff in accordance with applicable laws and regulations, Board policy and administrative regulations. upon receipt of satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence.</p> <p><del>The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.</del></p>	22 PA Code 11.23. 11.25, 12.1 SC 1327, 1329, 1330
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p>Compulsory school age shall mean the period of a student's child's life from the time the students's person in parental relation child's parents/guardians elects to have the student child enter school, and which shall be no later than eight (8) years of age until the student child reaches seventeen (17)</p>	22 PA Code 11.13 SC 1326

	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p>years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p> <p><b>Habitually truant</b> shall mean six (6) or more school days of unexcused absences during the current school year by a <del>student</del>child subject to compulsory school attendance.</p> <p><b>Truant</b> shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a <del>student</del>child subject to compulsory school attendance.</p> <p><b>Person in parental relation</b> shall mean a:</p> <ol style="list-style-type: none"> <li>1. Custodial biological or adoptive parent.</li> <li>2. Noncustodial biological or adoptive parent.</li> <li>3. Guardian of the person of a <del>student</del>child.</li> <li>4. Person with whom a <del>student</del>child lives and who is acting in a parental role of a <del>student</del>child.</li> </ol> <p>This <del>term definition</del> shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p><b>School-based or community-based attendance improvement program</b> shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a <del>student's</del>child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p> <p><b>Section 4</b> <u><b>Delegation of Responsibility</b></u></p> <p>The Superintendent or designee shall annually notify students, <del>persons in parental relation</del>parents/guardians, and staff and about the District's attendance policy by publishing such policy</p>	<p>SC 1326</p> <p>SC 1326</p> <p>SC 1326</p> <p>42 Pa. C.S.A. 6302</p> <p>SC 1326</p> <p>22 PA Code 11.41 SC 510.2</p>
--	---	--

**POLICY NO. 204  
ATTENDANCE**

in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
- ~~3~~.4. Clarify the District's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
- ~~4~~.5. Ensure that students legally absent have an opportunity to make up work.

SC 1332, 1339

**Section 3**

**Guidelines**

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.

SC 1327

**POLICY NO. 204  
ATTENDANCE**

A student shall be considered to be in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

22 PA Code 11.22,  
11.23, 11.28  
SC 1327  
Pol 115, 116, 117,  
118

~~The Board shall excuse the following students from the requirements of attendance at the schools of this District:~~ The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance.
- ~~2.~~ Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
- ~~2.~~~~3.~~ Students attending college who are also enrolled part-time in district schools.
- ~~3.~~~~4.~~ Students attending a home education program or private tutoring in accordance with law.
- ~~4.~~~~5.~~ Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
- ~~5.~~~~6.~~ Students fifteen (15) years of age, as well as students ~~or~~ fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work, or private domestic service under duly issued permits.

SC 1329, 1330  
22 PA Code 11.34

SC 1327  
22 PA Code 11.32

22 PA Code 11.5

SC 1327, 1327.1  
Pol. 116, 137  
22 PA Code 11.31,  
11.31a

SC 1327

SC 1330

**POLICY NO. 204  
ATTENDANCE**

~~6.7.~~ Students sixteen (16) years of age regularly engaged in useful and lawful employment~~employed~~ during the school session and holding a valid~~lawfully issued~~ employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

SC 1330  
22 PA Code 11.28

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation~~parental/guardian request~~.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:
  - a. The person in parental relation~~parent/guardian~~ submits the required documentation~~a written~~

22 PA Code 11.25  
SC 1329

SC 1329

22 PA Code 11.41  
SC 1329

22 PA Code 11.21

SC 1329  
22 PA Code 11.26

**POLICY NO. 204  
ATTENDANCE**

~~request~~ for excusal prior to the absence, within the appropriate time frame.

- b. The student's participation has been approved by the Superintendent or designee.
- c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation ~~parents/guardians~~ and the Superintendent.

11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. ~~Urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care. shall be strictly construed and do not permit irregular attendance.~~

22 PA Code 11.25  
SC 1329

The District may limit the number and duration of non-school-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the year.

*Temporary Excusals -*

The following students may be temporarily excused from the requirements of attendance at District schools:

- 1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- 2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The person in parental relation ~~parent/guardian~~ submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

SC 510, 1318,1327  
22 PA Code 11.22  
Pol. 116

22 PA Code 11.21  
SC 1546

**POLICY NO. 204  
ATTENDANCE**

- b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
- c. Following each absence, the **person in parental relation**~~parent/guardian~~ shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

- 3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

22 PA Code 11.34

*Parental Notice of Absence –*

Absences shall be treated as **unexcused**~~unlawful~~ until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be **permanently** considered ~~an~~ unexcused/~~unlawful absence~~.

An out-of-school suspension may not be considered an unexcused absence.

SC 1326

*Parental Notification –*

District staff shall provide **prompt** notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements



<b>POLICY NO. 204 ATTENDANCE</b>		
<i>Student is Truant –</i>		
When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.		SC 1333
The notice shall:		SC 1333
<ol style="list-style-type: none"> <li>1. Be in the mode and language of communication preferred by the person in parental relation.</li> <li>2. Include a description of the consequences if the student becomes habitually truant.</li> <li>3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the <del>student's</del> <del>child's</del> biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.</li> </ol>		
The notice may include the offer of a School Attendance Improvement Conference.		SC 1333
If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.		SC 1333
<i>School Attendance Improvement Conference (SAIC)–</i>		
District staff shall notify the person in parental relation in writing and by telephone of the date and time of the <del>SAIC</del> <del>School Attendance Improvement Conference</del> .		SC 1333
The purpose of the <del>SAIC</del> <del>School Attendance Improvement Conference</del> is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.		SC 1326

<b>POLICY NO. 204 ATTENDANCE</b>		
<p>The following individuals shall be invited to the <del>SAICchool Attendance Improvement Conference</del>:</p> <ol style="list-style-type: none"> <li>1. The student.</li> <li>2. The student's person in parental relation.</li> <li>3. Other individuals identified by the person in parental relation who may be a resource.</li> <li>4. Appropriate school personnel.</li> <li>5. Recommended service providers.</li> </ol>	SC 1326	
<p>Neither the student nor the person in parental relation shall be required to participate, and the <del>SAICchool Attendance Improvement Conference</del> shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p>	SC 1333	
<p>The outcome of the <del>SAICchool Attendance Improvement Conference</del> shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p>	SC 1333	
<p>The District may not take further legal action to address unexcused absences until after the date of the scheduled <del>SAICchool Attendance Improvement Conference</del> has been held and the student has incurred six (6) or more days of unexcused absences passed.</p> <p><i>Student is Habitually Truant -</i></p>	SC 1333	
<p>When a student under fifteen (15) years of age is habitually truant, district staff:</p> <ol style="list-style-type: none"> <li>1. Shall refer the student to: <ol style="list-style-type: none"> <li>a. A school-based or community-based attendance improvement program; or</li> <li>b. The local children and youth agency.</li> </ol> </li> </ol>	SC 1333.1	

<b>POLICY NO. 204 ATTENDANCE</b>		
<p>2. May file a citation in the office of the appropriate <b>magisterial district</b> judge against the person in parental relation who resides in the same household as the student.</p>		
<p>When a student fifteen (15) years of age or older is habitually truant, district staff shall:</p> <ol style="list-style-type: none"> <li>1. Refer the student to a school-based or community-based attendance improvement program; or</li> <li>2. File a citation in the office of the appropriate <b>magisterial district</b> judge against the student or the person in parental relation who resides in the same household as the student.</li> </ol>		SC 1333.1
<p>District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.</p>		SC 1333.1
<p>Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate <b>magisterial district</b> judge, district staff shall provide verification that the school held a <b>SAICe<del>chool</del> Attendance Improvement Conference</b>.</p> <p><i>Filing a Citation –</i></p>		SC 1333.1
<p>A citation shall be filed in the office of the appropriate <b>magisterial district</b> judge whose jurisdiction includes the school in which the student is or should be enrolled, <b>against the student or person in parental relation to the student</b>.</p>		SC 1333.2
<p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p>		SC 1333.2

	<p style="text-align: center;"><b>POLICY NO. 204 ATTENDANCE</b></p> <p><u>Special Needs and Accommodations</u></p> <p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Supervisor of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p> <p>Previously Revised: August 15, 2017; June 20, 2013; October 19, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 510.2, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1339, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.5, 11.13, 11.21, 11.22, 11.23, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1</p> <p>Title 42 – 42 Pa. C.S.A. 6302</p> <p>Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137</p>	<p>Pol 103.1, 113, 113.3, 114</p> <p>Pol. 103.1, 113, 114</p> <p>SC 1333</p>
--	--	--

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 208

Section PUPILS

Title WITHDRAWAL FROM SCHOOL

Adopted AUGUST 21, 1989

Last Revised ~~APRIL 30, 2015;~~  
~~OCTOBER 19, 1998~~

POLICY NO. 208 WITHDRAWAL FROM SCHOOL		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board affirms that even though the <del>law</del> <del>statute</del> requires attendance of <del>only students of compulsory age</del> <del>student only</del> <del>between the ages of eight (8) and seventeen (17)</del>, it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.</p>	SC 1326, 1327 22 PA Code 11.13, 12.1 Pol. 204
Section 2	<p><b><u>Authority</u></b></p> <p>The Board directs that whenever a student wishes to withdraw, efforts will be made to determine the underlying reason for such action. <del>and the resources of the</del> District <del>resources and staff</del> <del>shall</del> <del>will</del> be <del>utilized</del> <del>sed</del> to assist the student in <del>pursuing</del> <del>reaching</del> their academic potential and career goals. <del>If the student insists on withdrawing, the school counselor should encourage the student to enroll in a GED Program or in another approved program.</del></p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a <del>person in parental relation</del> <del>parent/guardian</del> and supporting justification.</p> <p>The <del>Board shall approve the</del> withdrawal of students attending college full-time <del>shall be approved.</del></p>	22 PA Code 11.4

**POLICY NO. 208  
WITHDRAWAL FROM SCHOOL**

**Section 3**     **Delegation of Responsibility**

The Superintendent or designee shall develop procedures and forms to process a student's withdrawal from school in accordance with the requirements of this policy and applicable law.

The building principal shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

**Section 4**     **Guidelines**

Counseling services shall be made available to any student who states an intention ~~wishes~~ to withdraw permanently.

Information shall be given to help a withdrawing ~~the~~ student ~~to~~ define educational and life goals and develop a ~~help~~ plan for achieving ~~the realization of~~ those goals.

Students shall be informed about the tests for General Educational Development (GED).

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Previously Revised: April 30, 2015; October 19, 1998

References:

School Code – 24 P.S. Sec. 1326, 1327

State Board of Education Regulations – 22 PA Code Sec. 11.4, 11.13, 12.1

Board Policy – Pol. 204

# Policy Guide



Policy No. 209

Section PUPILS

Title HEALTH EXAMINATIONS/SCREENINGS

Adopted AUGUST 21, 1989

Last Revised ~~OCTOBER 19, 1998~~ APRIL 30, 2015;

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>In compliance with the School Code, the Board shall require that students of this District submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student’s participation in health, safety and physical education courses meets individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>
<b>Section 2</b>	<p><b><u>Guidelines</u></b></p> <p>Each student shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade.</p> <p>Each student shall receive a dental examination upon original entry, while in third grade and in seventh grade.</p> <p>A private health and/or dental examination conducted at the person in parental relation’s request and expense shall be accepted in lieu of the school examination. The District shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student’s entry into the grade where an exam is required.</p> <p><del>These examinations will be conducted by the school physician/nurse practitioner. A private examination conducted at the parent’s/guardian’s request and expense will be accepted in lieu of the school examination.</del></p>

SC 1401, 1402, 1403  
22 PA Code 12.41

SC 1402, 1407  
22 PA Code 12.41

SC 1403,1407  
22 PA Code 12.41

SC 1407

**POLICY NO. 209**  
**HEALTH EXAMINATIONS/SCREENINGS**

~~These examinations will be conducted by the school dentist. A private examination conducted at the parent's request and expense will be accepted in lieu of the school examination.~~

~~The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required. Privately conducted physical and dental exams must be comparable to those conducted by the school physician and/or nurse practitioner and must be documented on the forms provided by the District.~~

~~Unless otherwise exempted by the appropriate governmental authorities,~~ **T**he school nurse or medical technician shall administer to each student, ~~at intervals established by the District, the following:~~ vision tests, hearing tests, tuberculosis tests, ~~scioliosis screenings,~~ **other tests deemed advisable,** height and weight measurements, **at intervals established by the District.** ~~and any other test required by School Code or applicable law or regulation.~~ Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

~~The following schedule will be used:~~

- ~~1. Each student shall receive height and weight measurement annually.~~
- ~~2. Each student shall receive vision screening annually.~~
- ~~3. Each student shall receive audio screening in K, 1, 2, 3, 7 and 11.~~
- ~~4. Each student shall be tested for tuberculosis upon original entry into school and in grade nine (9) by a tuberculin test or as directed by the health department— usually every three (3) years unless reactor rate is high in the previous year.~~
- ~~5.1. Each student shall be screened for scioliosis in the sixth and seventh grades and all age appropriate students in ungraded classes. Students who are under observation or care for scioliosis by a physician or students who object~~

SC 1402  
22 PA Code 12.41  
28 PA Code 23.1 et  
seq.



**POLICY NO. 209  
HEALTH EXAMINATIONS/SCREENINGS**

~~in writing to the screening need not be tested.~~

~~The individual student records of health examinations shall be maintained as a confidential record subject to statute and the policies of this District.~~

Persons in parental relation of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the person in parental relation may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the person in parental relation's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the person in parental relation's religious beliefs.

A student who presents a statement signed by the person in parental relation ~~a parent or /guardian~~ that a medical examination is contrary to religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that the student would presents a substantial health menace to the health of others in contact with the student if the student is not examined ~~persons~~.

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the person in parental relation ~~parent/ or guardian of the child~~ shall be notified of the apparent need for special examination by the student's ~~so informed; and a recommendation shall be made that the parent/guardian consult~~ a private physician or dentist. The person in parental relation ~~parent/guardian~~ shall ~~be required to~~ report to the school whether a special examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student. ~~the action taken subsequent to such notification. When the parent(s) or guardian(s) inform the school of financial inability to provide an examination, the school shall advise them of the availability of~~

SC 1405  
28 PA Code 23.2  
20 U.S.C. 1232h

SC 1419  
28 PA Code 23.45

SC 1402, 1406  
22 PA Code 12.41

**POLICY NO. 209**  
**HEALTH EXAMINATIONS/SCREENINGS**

~~public assistance. Where no action is taken, the school may conduct further examination.~~

~~Parents/guardians will be notified of the requirement for physical and dental examinations or screenings at least two (2) weeks prior to the scheduled school examination or screening. The notice will outline the options of having the examination or screening conducted privately at the parent's /guardian's expense or the option of having the school-appointed physician or dentist conduct the examination or screening at no cost. Parents/guardians may attend the school-scheduled examination or screening. The notice will specify the time and location for the school examinations or screenings. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.~~

In the event that the person in parental relation objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.

Health Records

The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the person in parental relation, in accordance with law and Board policy.

23 PA Code 6311  
Pol. 806

SC 1402

SC 1409  
Pol. 113.4, 216

<b>POLICY NO. 209 HEALTH EXAMINATIONS/SCREENINGS</b>		
	<p>The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.</p>	<p>SC 1409 20 U.S.C. 1232g 34 CFR Part 99 Pol. 113.4, 216, 805</p>
	<p>Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.</p>	<p>SC 1409</p>
	<p>The District shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.</p>	<p>SC 1409</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p>	
	<p>The Superintendent or designee shall instruct all staff members to continually observe <del>be sensitive to the overall well-being of</del> students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse. <del>any apparent changes in a student's health to the school nurse, who shall communicate with the student's parent/guardian.</del></p>	<p>SC 1402</p>
	<p>The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the District.</p>	<p>SC 1409</p>
	<p>The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).</p>	<p>SC 1406</p>
	<p>Previously Revised: April 30, 2015; October 19, 1998</p>	
	<p>References:</p>	
	<p>School Code – 24. P.S. Sec. 1401, 1402, 1403, 1405, 1406, 1407, 1409, 1419</p>	

**POLICY NO. 209**  
**HEALTH EXAMINATIONS/SCREENINGS**

State Board of Education Regulations – 22 PA Code Sec. 12.41

State Department of Health Regulations – 28 PA Code Sec. 23.1  
et seq., 23.2, 23.45

No Child Left Behind Act – 20 U.S.C. Sec. 1232h, 1232g

Family Education Rights and Privacy – 34 CFR Part 99

PA Child Abuse Reporting – 23 PA Code Sec. 6311

Board Policy – 113.4, 216, 805, 806

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 707

Section PROPERTY

Title USE OF SCHOOL FACILITIES

Adopted AUGUST 21, 1989

Last Revised AUGUST 18, 2005;  
MARCH 19, 2001

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 707 USE OF SCHOOL FACILITIES</b></p> <p><b><u>Purpose</u></b></p> <p><del>The physical facilities of the school district represent a large capital investment of the Castle Shannon / Dormont / Green Tree communities. The Board recognizes that these facilities should be made available to responsible groups for legitimate community activities; that a fair and systematic procedure should be provided for handling requests for their use, and that proper control should be exercised to ensure the safety of individuals, the protection of property, and the preservation of the district's prerogatives.</del></p> <p>The Board recognizes that District facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs of the District. When such facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules. A fair and systematic procedure shall be established for handling requests and scheduling facility use.</p> <p>The guidelines and restrictions set forth in this policy and those appearing in the <i>Keystone Oaks Facilities Usage Application and Agreement (707-AR-1)</i> and the <i>Keystone Oaks Facilities</i></p>	
-------------------------	--	--

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

*Rental Fee Schedule (707-AR-2), are applicable to all user groups, except those which operate under separate contracts.*

With any organization, the Board reserves the right to enter into a rental/facilities usage contract using a separate fee schedule than what is outlined in this policy. Such contract will be developed by the Superintendent or designee and must be approved by the Board.

~~The facilities of the school district are public property. They are to be used for lawful purposes and good order is to be maintained at all times. Violations of regulations shall be unlawful. Persons improperly on or in the facilities of the school district shall be advised that they are in violation of the district's regulations, and shall be asked or directed by an official of the school district or by a police officer, to leave the school property. Refusal to comply with these directives shall constitute unlawful trespass for which the school district may seek appropriate penalties.~~

**Section 2**

**Definitions**

**Facilities** include the interior of all school buildings, all exterior school property, and the stadium property.

**User Group Classifications**

**Class I** – Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, clubs, and other extracurricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Keystone Oaks School District Board of School Directors.

**Class II** – Board recognized parent faculty organizations or associations that are affiliated with individual schools in the District or booster organizations affiliated with a Class I user group.

**Class III** – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

*students* of the District. In order to qualify for Class III status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of students of the District.

**Class IV** – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of *residents* of the District. In order to qualify for Class IV status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the District.

**Class V** – All other individuals, organizations and groups not included in Class I, II, III or IV.

**Section 3**

**Guidelines**

Use of school facilities by community and non-community-based organizations cannot interfere with the District's instructional or extracurricular programs. All organizations granted permission to use the District's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the District in its sole discretion.

**Application Process**

Applications for facility use must be submitted a minimum of ten (10) business days in advance. Facility use requests that do not fall within the specified timelines will be considered on a case by case basis. Longer application periods may be established by the District, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. No request for use of a facility may be granted, and the District may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a completed

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

application and complied with all of the other terms of this policy.

The District retains the right to reject any facilities usage requests for any reason.

All applications for use must be submitted to the Director of Buildings, Grounds, and Transportation. The application may be obtained on the District's website.

The Director of Building, Grounds, and Transportation will be responsible for approving permits for all facilities. The Director of Buildings, Grounds, and Transportation shall consult with appropriate District personnel to ensure availability of the space requested. The Director of Building, Grounds, and Transportation is responsible for ensuring that the proper custodial support is provided for the event and attach any necessary fees.

Scheduling

In general, scheduling preference will be given to Class I groups with decreasing preference given to Class II, III, IV and V groups respectively.

Due to high demand and limited facilities, the District retains the right to schedule a group at an appropriate facility, even if it is not the requested facility, due to scheduling conflicts. Additionally, the District may move a group to another appropriate District facility up to forty-eight (48) hours before a scheduled event. If fees have been paid for a specific facility, they will be refunded appropriately.

District facilities shall not be available for community use on such occasions or during such hours as would interfere with the regular educational programs within the District. Facilities will be made available in a way that minimizes costs of support staff.

The District reserves the right to restrict rental space within its facilities to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility may be canceled, and any monies paid with respect thereto refunded



**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

unless the Director of Building, Grounds, and Transportation approves usage of the facility post-cancellation.

Fees

The organization requesting use of any District facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the *Keystone Oaks Facilities Rental Fee Schedule (707-AR-2)*. The District's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval by the Board.

Class I and II groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment.

All Class III, IV and V facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the District's invoice.

The District reserves the right to require that authorized school personnel be employed to operate District owned equipment. In addition, the District reserves the right to determine what additional school services or employees are required and the total cost shall be paid by the applicant.

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

Safety

At its discretion, the District may require applicants to carry and maintain comprehensive general liability insurance. The minimum coverage amount may vary depending upon the size, nature and location of the event and will be determined by the District before a permit is issued.

Each individual or group in all categories of this policy shall be required to sign an indemnification and hold harmless agreement as set forth in.

All student-oriented groups seeking use of school facilities must have adult sponsorship that includes one adult chaperone for every twenty (20) students. All children under the age of eighteen (18) must be accompanied by at least one adult at all times during which they are present in District facilities as a result of approval granted in accordance with this policy.

The District reserves the right to require that security be provided at the time the facilities are being used by an individual or group. In the event that the Board imposes this condition upon any individual's or group's use of facilities or properties, this requirement shall be brought to the attention of the requesting individual or group prior to execution of the contract, and shall be so stipulated in the contract. Any costs associated with such protection shall be paid by the individual or group using the facilities.

Prohibited Activities

The use of intoxicants, tobacco, narcotics, profane language, gambling or any other act or item prohibited under Board policy shall not be permitted on any District property at any time. Certain types of gambling are permitted if an organization has a small games of chance license issued by the state.

No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must

Policy 209.1

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

abide by Board Policy regarding consumption of food on school property.

**Section 42** **Delegation of Authority**

The Superintendent shall designate administrative staff members to:

1. Establish and implement standardized procedures for handling requests for use of district facilities.
2. Establish and maintain an equitable set of fees and regulations governing the use of District facilities.
3. Refer to the Board of School Directors requests for use not addressed in the general criteria, for review and consideration by the Board.
4. Communicate this policy to individuals and groups requesting the use of District facilities, and to administrative personnel charged with its implementation.

References:

Board Policy – 209.1

Revision History: August 18, 2005; March 19, 2001

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~1. Applications for facilities use shall be approved by the administration in with the terms of this policy and any implementing regulations. Priority will be given, in this order, to (examples provided in parenthesis).~~

- ~~(1) school groups (district clubs and activities, district sports)~~
- ~~(2) school related community support groups (district approved booster groups, Parent Faculty Organizations)~~
- ~~(3) Organized community groups (Metro, KOA, DABA, CSYA, GAA, KOAC, etc.)~~
- ~~(4) nonprofit resident groups (Rotary Clubs, senior citizen clubs, Boy Scouts, Girl Scouts and any other non structured social or recreational group)~~
- ~~(5) for profit resident groups (dance studios, athletic clinics)~~
- ~~(6) nonprofit, nonresident community organizations (YMCA, Community College)~~
- ~~(7) other nonresident groups (for profit businesses, any other out of district organization)~~

~~Groups one through four will not be charged a rental fee, custodial fee, or kitchen fee unless an employee must be present to ensure the safe operation of certain equipment. In most instances, at a minimum, a custodial fee will be charged. See the schedule in Appendix A for swimming pool rates.~~

~~Use of facilities by groups three through seven listed above will be approved if said use does not interfere with scheduling of use of facilities by the district for operation of its own programs and/or the scheduling of the use of facilities by priority groups (one through four) as referenced above. In the event of a scheduling conflict~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~between a priority group from within the district as set forth herein and any other group, the group from within the school district shall be given first preference.~~

- ~~2. In accordance with the schedule approved by the Board of School Directors (attached hereto as Appendix A and expressly incorporated herein), a fee shall be required of a group requesting use of facilities, or part of a facility owned by the Keystone Oaks School District. In addition, the individual or group requesting such use shall be responsible for any costs, including cleaning, supervisory, cafeteria or other maintenance or personnel costs, incurred as a result of the individual's or group's use of the facility on the date approved, in accordance with the annual schedule approved by the Board of School Directors in July of each year. A school custodian or other representative of the building principal must be on duty at all times when school facilities are used.~~
- ~~3. Applications for use of school buildings and facilities, the schedule of fees and regulations governing the use of said buildings and facilities shall be maintained on file in the superintendent's office, building principal's office, athletic director's office, and the office of the supervisor of buildings and grounds. All requests for the use of facilities must be submitted on the prescribed applications, attached hereto as Appendix B.~~
- ~~4. All applications for use, indicating the facility desired to be used, the date of the use, the length of time of the use, and the purpose of the use and fees shall be submitted to the person responsible (building principal, athletic director or aquatics director, supervisor of buildings and grounds (see below) at least two (2) weeks prior to the anticipated use date. Requests made more than three (3) months prior to the anticipated use date will be considered on a case by case basis.~~

~~The following employees shall be responsible for approving permits for the following facilities:~~

~~Athletic Director~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

- ~~High School gym~~
- ~~Middle School gym~~
- ~~Dormont Memorial Stadium~~
- ~~All Athletic fields including athletic fields at elementary sites~~

~~Building principal~~

- ~~All Classrooms~~
- ~~Cafeteria~~
- ~~Auditoriums~~
- ~~Computer labs~~
- ~~Elementary gymnasiums~~
- ~~All other areas not covered by the athletic director or aquatics director~~

~~Aquatics Director~~

- ~~High School pool~~

~~Superintendent/Assistant Superintendent~~

- ~~Television Studio~~

~~Upon preliminary approval by the employee responsible (see above) the application, the application fee, together with the form, will be forwarded to the head custodian in charge of the facility and the supervisor of buildings and grounds who will be responsible for ensuring that the proper custodial support is provided for the event and attach any necessary fees. The person responsible for the facility shall also forward a copy of the application to other applicable employees as needed (auditorium director, food services supervisor, etc.). Upon preliminary approval, appropriate insurance documents must be submitted as well. A permit will be mailed to the applicant after the application is approved by the building principal. The employee responsible for permitting (either the building principal, athletic director or aquatics director) shall not approve the permit until he has coordinated the necessary approval from the supervisors of the support staff (i.e. supervisor of buildings and grounds, food services supervisor, etc.) that will provide services for the function. Upon approval, one copy of the School Facility Use Permit shall be returned to the principal, one copy shall be sent~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~to the head custodian responsible for the facility being rented, one copy shall be sent to the appropriate support staff supervisor and one copy shall be sent to the applicant.~~

~~5. School facilities shall not be available for community use on such occasions or during such hours as would interfere with the regular educational programs within the school district. In addition, only outdoor facilities shall be available for use on Sunday, except that the middle school and high school indoor facilities will be available for Sunday use with approval of the building principal, the Director of Athletics and the School Board of Directors.~~

~~6. All approvals of use shall be issued for specific facilities/parts of facilities and for specific hours. It shall be the responsibility of the individual or organization involved to see that the use of the facility is limited to that area for which the permit is issued, and that facilities are vacated as scheduled.~~

~~All facilities must be cleared no later than the hour designated by the school district.~~

~~7. All juvenile organizations or student groups seeking use of school facilities must have adult sponsorship that includes one adult chaperone for every twenty (20) students. All children under the age of eighteen (18) must be accompanied by at least one adult at all times during which they are present in school district facilities as a result of approval granted in accordance with this policy.~~

~~8. The sponsoring individual or organization shall be held responsible for the condition of the facilities used. Payment for damages shall be the sole responsibility of the individual or organization using school facilities as deemed necessary by the district.~~

~~9. Each individual or group in category three, five, six or seven (as per the Delegation of Authority) of this policy requesting the use of a school district facility must~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~provide liability insurance coverage, which insurance must name the Keystone Oaks School District as an additional insured during such time that the school district's facilities are used by such individual or organization. The minimum insurance coverage required shall be Five Hundred Thousand (\$500,000.00) combined single limit bodily injury and/or property damage naming the Keystone Oaks School District as an additional insured. In addition, a copy of the underlying endorsement providing such coverage shall be provided on or before the date of use of the facility, unless a subsequent date has been previously agreed upon by the Director of Fiscal Services. Said coverage shall be subject to review by the school district and to adjustment to higher limits based upon the activity to be conducted. Each individual or group in all categories one through six of this policy shall be required to sign an indemnification and hold harmless agreement as set forth in Appendix C to this policy.~~

~~10. As noted above, all application fees must be paid in advance, by check made payable to the Keystone Oaks School District, and presented to the school district to the office of the administrator responsible for permitting the facility or to the Business Office Supervisor in the central administration. In the event payment is made to the administrator responsible for permitting, this administrator shall forward the check to the Business Office Supervisor who shall deposit the check in the district's account. Additional charges, attributable to the cost of custodial/cafeteria employees, school security, etc. shall be due and payable within five (5) days after the billing date. In addition, the Board of School Directors/administration reserve the right to require a deposit, as deemed necessary in the exercise of its/their discretion. Arrangements for and payment to outside agencies (Mt. Lebanon police, Dormont police, etc.) are the responsibility of the individual groups.~~

~~11. Facilities shall be opened only to an individual or organization which has received prior approval for use, upon presentation of a properly issued permit. The permit holder or named designee must be present at all~~



**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~times. There will be no admittance to any facility without the facility permit.~~

- ~~12. In the event the individual or organization desires to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved. In addition, there shall be no advertisement or advanced notification of any activity prior to the receipt of approval of the use. No advertisement or advance notification within school district buildings, or during the student instructional day within the school district, will be permitted.~~
- ~~13. The district reserves the right to require that authorized school personnel be employed to operate district timing or scoring equipment. In addition, the district reserves the right to determine what additional school services or employees are required and the total cost, therefore, shall be paid by the applicant.~~
- ~~14. Any individual or organization using the stage areas in any of the school district's buildings pursuant to this policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved, nor shall such individual or organization change the counterweight system or switchboard hookup.~~
- ~~15. Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. The information to be furnished shall include the number of lights, the curtains needed, the number of dressing rooms, the number of ticket sellers, the number of stage hands, the number of ushers, etc., and any other facilities for which the request is also being made. Under no circumstances, shall the school district be responsible for provision of any individuals necessary for implementation of such program, other than the custodian on duty during the time of the use for which~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~approval is sought. In addition, the cost of custodial services shall be paid by the user.~~

~~16. Intoxicants, tobacco, narcotics, profane language and gambling shall not be permitted in or on any school district facility at any time.~~

~~17. Any organization or group using the school facility shall designate one member of the group as being in charge and responsible for use of the facility. The designated individual shall in turn be responsible to the building principal as appropriate and the custodian on duty. The permit holder or named designee must be present at all times the facility is in use.~~

~~a. If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, an alternate must be designated. If neither the individual identified as in charge of the activity, nor the alternate can be present, the activity must be canceled, and two (2) hours notice of such cancellation must be provided to the school district.~~

~~b. Entrances will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the entrance at all times, and permit only authorized individuals to enter the facility.~~

~~c. The person in charge, or the designated alternate, may not leave the facility until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.~~

~~18. Except with respect to stage and gymnasium equipment as set forth above, and referenced in a specific request form, no Keystone Oaks School District equipment may be used by any individual without the prior express approval of the Board of School Directors or their designee.~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

- ~~19. No refreshments may be brought into, consumed, or sold in school district buildings or upon school district facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided by the Director of Fiscal Services. Any items sold must be in compliance with any and all district contracts with outside vendors. In addition, the district reserves the right to require custodial coverage for any event at which refreshments are served or sold.~~
- ~~20. Any activity conducted in or on any school facilities shall be in accordance with Pennsylvania law and in conformity with borough ordinances including the Pennsylvania Small Games of Chance Law.~~
- ~~21. The Keystone Oaks School District reserves the right, in light of its responsibility to protect the school district building and property, to restrict rental space within its facilities to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility use will automatically be canceled, and any monies paid with respect thereto refunded.~~
- ~~22. Any right or privilege granted to any person, persons, or organizations to use any school district facility is personal, and shall not be transferred to any other person, persons, or organization. Violations of this could result in forfeiture of any and all permits.~~
- ~~23. All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the building principal, the Director of Athletics or the Director of Fiscal Services.~~
- ~~24. Any decorations erected by any individual or organization using the school district's facilities must be erected in a manner that will not be destructive to school property, and shall be approved by the custodian on duty. All decorations shall be removed from the facilities before the time designated on the approved contract. The~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~use of any materials on floors shall be strictly prohibited.  
All decorations must be of a fireproof nature.~~

~~25. Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of school district facilities shall be the sole and exclusive responsibility of the individual or organization using such facilities.~~

~~26. The school district reserves the right to require that police protection be provided at the time the facilities are being used by a particular individual or group. In the event that the Board imposes this condition upon any individual's or group's use of facilities or properties, this requirement shall be brought to the attention of the requesting individual or group prior to execution of the contract, and shall be so stipulated in the contract. Any costs associated with such protection shall be paid by the individual or group using the facilities.~~

~~27. Representatives of the School Board reserve the right to attend and inspect any and all activities or events held in, or on any school district facility.~~

~~The superintendent shall designate administrative staff members to:~~

- ~~1. establish and apply standardized procedures for handling requests for use of school facilities;~~
- ~~2. establish and maintain an equitable set of fees and regulations governing the use of school buildings and properties;~~
- ~~3. refer to the Board of School Directors requests for use not addressed in the general criteria, for review and consideration by the Board;~~
- ~~4. communicate this policy to individuals and groups requesting the use of school facilities, and to administrative personnel charged with its implementation.~~

**POLICY NO. 707  
USE OF SCHOOL FACILITIES**

~~In July of each year, the Director of Fiscal Services, in conjunction with the athletic director, and the supervisor of buildings and grounds, shall revise the rental fee schedule as set forth in Appendix A. As revised, said rental fee schedule shall be submitted to the Board of School Directors and, if approved, distributed to each school district building.~~

## **Keystone Oaks School District Facilities Usage Application and Agreement**

### **GENERAL INSTRUCTIONS**

- **Please review this application packet carefully.**
- Approval of this application is contingent upon your organization’s agreement to and compliance with Keystone Oaks School District School Board Policy #707 (Use of School Facilities), the Keystone Oaks School District Facilities Usage and Application and Agreement (707-AR-1) and the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2).
- Your application must be submitted a *minimum of ten (10) business days prior to your requested event.*
- The Keystone Oaks School District will not approve applications requesting use of our facilities on dates during the school year until after the school calendar and District athletic schedules are finalized.
- Refer to the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2) for current rental and staffing fee schedule. A minimum-security deposit may be required per Board Policy. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant’s payment history. Checks should be made payable to “Keystone Oaks School District.”
- Completed applications should be submitted electronically using the form provided on the District website. Failure to provide any of the requested information may result in the denial of or a delay in processing of your application. For inquiries or if you are unable to submit the form electronically, you may submit by mail or in person:

Mr. John Lyon, Director of Buildings, Grounds and Transportation  
[lyon@kosd.org](mailto:lyon@kosd.org)  
1000 Kelton Avenue  
Pittsburgh, PA 15216

- If your application is approved, you will be issued a Facilities Use Permit for your organization and event. You may be required to present this permit to designated Keystone Oaks School District on-site representative at the time of your event. Failure to present the permit to the Keystone Oaks School District on-site representative may result in your organization being denied access to or entry upon Keystone Oaks School District property.

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage  
Application and Agreement

- If an organization needs to cancel a permit, it must notify Keystone Oaks School District at least seven (7) days prior to the schedule date of the event. Failure to provide timely notice of a cancellation may result in the imposition of staffing and rental fees, forfeit of security deposit and denial of future facility request applications.
- The Keystone Oaks School District cannot guarantee the availability of equipment requested. Additional equipment may not be brought onto Keystone Oaks School District property by your organization unless such equipment is specifically identified and approved as part of your application.
- Any request to use Keystone Oaks School District equipment at an off-site location must be approved in writing by the Superintendent. Any such approval will be contingent upon the requesting organization's agreement to reimburse and indemnify the Keystone Oaks School District in full for any damage to or loss of such equipment. All borrowed equipment must be returned to the Keystone Oaks School District within one (1) business day following your event or a late return fee may be imposed.

## **KEYSTONE OAKS SCHOOL DISTRICT RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

In addition to the rules and requirements set forth in Keystone Oaks School District Board Policy #707, organizations granted a permit to use any Keystone Oaks School District facility must at all-times comply with the following requirements during their required event or use of Keystone Oaks School District facilities:

1. The following announcement must be made to patrons, spectators and attendees at your event:
  - *The buildings, athletic field and campus areas of the Keystone Oaks School District are smoke-free, as well as drug and alcohol-free. Smoking, as well as the use of smokeless tobacco, is prohibited inside or outside of the school buildings or anywhere on the school campus. This includes the use of e-cigarettes and/or vaping devices. The use of possession of drugs, drug paraphernalia and/or alcoholic beverages on the District property is strictly prohibited, and will result in your immediate expulsion from the District's property and possible legal action.*
2. Food and/or beverages are only permitted in cafeterias and hallways. Eating or drinking in Auditoriums, classrooms, libraries or gymnasiums is not permitted.
3. **If the fire alarm sounds:**
  - *All patrons, participants and spectators must evacuate* (no exceptions).
  - The organization's on-site representative will be responsible for ensuring that everyone in his or her group leaves the building. Move to a location well away from the building.
  - The fire alarm must not be silenced until all occupants are evacuated.
  - Under no conditions will the alarm be reset until approval from the Keystone Oaks School District on-site representative or Fire Department official has been given.
  - Individuals who violate these regulations will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
4. The District reserves the right to require that authorized school personnel be employed to operate district owned equipment. In addition, the district reserves the right to determine what additional school services or employees are required and the total cost, therefore, shall be paid by the applicant.
5. Permits to use school kitchens and cafeterias are subject to the following additional conditions:



707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage Application and Agreement

- Permits to use kitchen areas must be separately approved by Keystone Oaks School District Director of Food Service.
  - A permit to use a Keystone Oaks School District cafeteria does not include authorization to use kitchen areas, unless expressly provided.
  - The Keystone Oaks School District Food Service Director or his/her designee MUST be present to assist your group when kitchen equipment will be used. The requesting organization is responsible for all fees for required food service personnel.
  - The requesting organization is responsible for the cleanliness of all work areas used, including sweeping and mopping of floors. If additional cleanup is required, an additional custodial fee will apply.
  - Equipment may not be removed from the kitchen and cafeteria areas.
  - Groups are responsible for providing their own supplies of bags, wraps, etc. for storage of foods and leftovers.
  - No children under the age of 16 are permitted in the kitchens.
  - Proper footwear (enclosed flat, non-skid soled shoes – no toeless or backless shoes) must be worn in the kitchen.
  - Access to food storage areas, offices and locker rooms are not available. Access to the walk-in refrigerator or freezer may be permitted, upon approval of the Keystone Oaks School District Director of Food Service.
6. The sponsoring individual or organization shall be held responsible for the condition of the facilities used. Payment for damages shall be the sole responsibility of the individual or organization using school facilities as deemed necessary by the District.
  7. All approvals of use shall be issued for specific facilities/parts of facilities and for specific hours. It shall be the responsibility of the individual or organization involved to see that the use of the facility is limited to that area for which the permit is issued, and that facilities are vacated as scheduled. All facilities must be cleared no later than the hour designated by the school district.
  8. Facilities shall be opened only to an individual or organization which has received prior approval for use. You may be required to present this permit to designated Keystone Oaks School District on-site representative at the time of your event. Failure to present the permit to the Keystone Oaks School District on-site representative may result in your organization being denied access to or entry upon Keystone Oaks School District property.
  9. Any organization or group using the school facility shall designate one member of the group as being in charge and responsible for use of the facility. The designated individual shall in turn be responsible to the Director of Building, Grounds, and Transportation and the custodian on duty. The permit holder must be present at all times the facility is in use. Any right or privilege granted to any person, persons, or organizations to use any school district facility is personal, and shall not be transferred to any other person, persons, or organization. Violations of this could result in forfeiture of any and all permits.

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage Application and Agreement

- If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, alternate(s) may be designated. If neither the individual identified as in charge of the activity, nor the designated alternate(s) can be present, the activity must be canceled.
  - Entrances will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the entrance at all times, and permit only authorized individuals to enter the facility.
  - The person in charge, or the designated alternate, may not leave the facility until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.
10. In the event the individual or organization desires to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved. In addition, there shall be no advertisement or advanced notification of any activity prior to the receipt of approval of the use. No advertisement or advance notification within school district buildings, or during the student instructional day within the school district, will be permitted.
11. No refreshments or food may be brought into, consumed, or sold in school district buildings or upon school district facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using district facilities must abide by Board Policy regarding consumption of food on school property.
12. Any activity conducted in or on any school facilities shall be in accordance with Pennsylvania law and in conformity with borough ordinances including the Pennsylvania Small Games of Chance Law and Board Policy.
13. All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the District. The District shall not be responsible for advertising any event. All advertising and promotional materials for your event must clearly state that the event is not sponsored by the Keystone Oaks School District.
14. Any decorations erected by any individual or organization using the school district's facilities must be erected in a manner that will not be destructive to school property. All decorations shall be removed from the facilities before the time designated on the approved contract.

707 Use of School Facilities – Attachment – 707-AR-1 – Keystone Oaks Facilities Usage Application and Agreement

15. Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of school district facilities shall be the sole and exclusive responsibility of the individual or organization using such facilities.
16. Any individual or organization using the stage areas in any of the school district's buildings pursuant to this policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved, nor shall such individual or organization change the counterweight system or switchboard hookup.
17. Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. Under no circumstances, shall the District be responsible for provision of any individuals necessary for implementation of such program, other than the custodian on duty during the time of the use for which approval is sought.

## Keystone Oaks School District Facilities Rental Fee Schedule

Facility	Class III Fees	Class IV Fees	Class V Fees
Fields (districtwide)	\$30.00 per day	\$40.00 per day	\$50.00 per day
Auditorium	\$75.00 per hour (up to 4 hours) \$300.00 per day	\$100.00 per hour (up to 4 hours) \$400.00 per day	\$150.00 per hour (up to 4 hours) \$600.00 per day
Middle School Cafeteria (no kitchen access)	-	\$10.00 per hour	\$15.00 per hour
High School Cafeteria (no kitchen access)	-	\$25.00 per hour	\$30.00 per hour
Middle School Cafeteria (kitchen access)	\$25.00 per hour (includes 1 food service worker)	\$35.00 per hour (includes 1 food service worker)	\$40.00 per hour (includes 1 food service worker)
High School Cafeteria (kitchen access)	\$40.00 per hour (includes 1 food service worker)	\$50.00 per hour (includes 1 food service worker)	\$55.00 per hour (includes 1 food service worker)
Classrooms (districtwide)	-	\$5.00 per hour	\$10.00 per hour
LGI	-	\$20.00 per hour	\$25.00 per hour
High School Gymnasium	\$75.00 per hour (up to 4 hours) \$300.00 per day	\$100.00 per hour (up to 4 hours) \$400.00 per day	\$150.00 per hour (up to 4 hours) \$600.00 per day
Middle School Gymnasium	\$50.00 per hour (up to 4 hours) \$200.00 per day \$10.00 per hour (practices only)	\$75.00 per hour (up to 4 hours) \$300.00 per day	\$100.00 per hour (up to 4 hours) \$400.00 per day
Elementary School Gymnasiums	\$25.00 per hour (up to 4 hours) \$100.00 per day \$10.00 per hour (practices only)	\$40.00 per hour (up to 4 hours) \$160.00 per day	\$50.00 per hour (up to 4 hours) \$200.00 per day

707 Use of School Facilities – Attachment – 707-AR-2 – Keystone Oaks Facilities Rental Fee Schedule

Stadium	\$2,000.00 per event (WPIAL Teams) \$2,200.00 per event (all others)
Track	\$100.00 per day
High School Swimming Pool	<p>\$70.00 per hour (WPIAL Teams)</p> <p>Pool Rental:</p> <p>1-30 people: \$70.00 per hour for RESIDENTS \$95.00 per hour for NON-RESIDENTS</p> <p>31-60 people: \$75.00 per hour for RESIDENTS \$100.00 per hour for NON-RESIDENTS</p> <p>Pool Passes:</p> <p>Family (2 Adults and up to 3 children) \$60.00 RESIDENTS/ \$65.00 NON-RESIDENTS Adult (18 and older) \$30.00 RESIDENTS/ \$35.00 NON-RESIDENTS Child (17 and under) \$15.00 RESIDENTS/ \$20.00 NON-RESIDENTS Daily \$2.00 RESIDENTS/ \$4.00 NON-RESIDENTS</p> <p>All Classes \$5.00/session Red Cross Lifeguard training \$200.00</p>

- 1) Class I and II groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment. The fee for a custodial staff member not regularly scheduled to be present is \$40/hour.
- 2) All Class III and IV facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

- 3) Depending upon the size and nature of your event, the KOSD may, at its discretion, assign one or more representatives to serve in needed positions for your event. Organizations will be notified by the District, upon application, if additional personnel are required and the applicable rates the organization will pay.