

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

TUESDAY, JUNE 20, 2017
7:00 PM

BUSINESS/LEGISLATIVE MEETING

TUESDAY, JUNE 27, 2017
7:00 PM

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

June 20, 2017 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Recognition for Dormont Career Day – Mr. Ed Hanna**
- **Civic Light Opera Scholarships – Students of Mr. Shane Hallam**
- **Athletics Recognition – Mr. Mark Elphinstone**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

June 27, 2017 –Business/Legislative Meeting

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

June 27, 2017

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of May 9, 2017, and the Business/Legislative Minutes of May 23, 2017.

II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2017/2018

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2017/2018 school year subject to retroactive approval by the Board.

III. SUPERINTENDENT'S CONTRACT

It is recommended that the Board approve the renewed contract for **William P. Stropkaj, Ed.D.**, Superintendent, effective July 1, 2017 through June 30, 2022.

IV. SUPERINTENDENT'S COMPENSATION 2017/2018

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2017/2018 salary of \$_____ for **William P. Stropkaj, Ed.D.**, effective July 1, 2017.

FOR INFORMATION ONLY

- | | | |
|------|---|---|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. | SHASDA Report | <i>Ms. Raeann Lindsey</i> |
| III. | Keystone Oaks Foundation for Educational Excellence | <i>Mr. Donald Howard</i> |
| IV. | PSBA/Legislative Report | <i>Mr. Donald Howard</i> |
| V. | Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. | Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. | Green Tree Borough Council Minutes | <i>(Available Online)</i> |

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

June 27, 2017

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SCHOOL POLICE OFFICER/SAFETY COORDINATOR - CONTRACT

It is recommended that the Board approve the renewed contract for **Mr. John Bruner**, School Police Officer and Safety Coordinator, effective July 1, 2017 through June 30, 2020.

II. SYSTEMS ADMINISTRATOR - CONTRACT

It is recommended that the Board approve the renewed contract for **Mr. Justin Talbert**, Systems Administrator, effective July 1, 2017 through June 30, 2020.

III. CONFIDENTIAL EMPLOYEE COMPENSATION PLAN

It is recommended that the Board approve the Confidential Employee Compensation Plan effective July 1, 2017 through June 30, 2020.

IV. HEAD CUSTODIAN CONTRACT – DORMONT ELEMENTARY

It is recommended that the Board approve the renewed contract for **Mr. William Neuman**, Head Custodian, effective July 1, 2017 through June 30, 2020.

V. HEAD CUSTODIAN CONTRACT – MYRTLE AVENUE ELEMENTARY

It is recommended that the Board approve the renewed contract for **Mr. Jack Priorie**, Head Custodian, effective July 1, 2017 through June 30, 2020.

VI. SECOND SHIFT COORDINATOR CONTRACT

It is recommended that the Board approve the renewed contract for **Mr. Michael Hurley**, Second Shift Coordinator, effective July 1, 2017 through June 30, 2020.

VII. MENTAL HEALTH THERAPISTS' CONTRACT

1. It is recommended that the Board approve the renewed contract for **Ms. Danielle King**, Mental Health Therapist, effective August 2017 through June 2020.
2. It is recommended that the Board approve the renewed contract for **Ms. Sarah Hazlett**, Mental Health Therapist, effective August 2017 through June 2020.

VIII. ADMINISTRATIVE TEAM COMPENSATION 2017/2018

In compliance with each of the Administrative Team’s individual contracts, it is recommended that the Board approve the following compensation for the 2017/2018 school year, effective July 1, 2017:

<u>Name</u>	<u>Position</u>	<u>2017/2018 Salary</u>
Anna Benvenuti	Technology Integration Specialist	
John Bruner	School Resource Officer	
Michael Hurley	Second Shift Supervisor	
Becky Kaminsky	PIMS Coordinator/Child Accounting Clerk	
Kevin Lloyd	Director of Food Service	
William Neuman	Head Custodian/Dormont	
Beth Padden	School Security Guard	
Carol Persin	Technology Integration Specialist	
Jack Priore	Head Custodian/Myrtle	
Aaron Smith	Director of Technology	
Justin Talbert	Systems Administrator	
Sarah Welch	Coordinator of Communications and Public Relations	
Karen Wong	Administrative Assistant	

IX. 2017/2018 CODES OF CONDUCT FOR STUDENTS

The Administration recommends that the Board approve the *2017/2018 Codes of Conduct* for the Elementary Schools, Middle School, and High School.

For Information Only

The *Codes of Conduct* are the guidelines for student rights and responsibilities as addressed in *Board Policy No. 235 – Student Rights and Responsibilities*

X. SECOND READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS

It is recommended that the Board approve the SECOND READING of Policy No. 203: *Communicable Diseases and Immunizations.*

XI. SECOND READING OF POLICY NO. 817: CONDUCT / DISCIPLINARY PROCEDURES

It is recommended that the Board approve the SECOND READING of Policy No. 817: *Conduct / Disciplinary Procedures.*

XII. SECOND READING OF POLICY NO. 817.1: EDUCATOR MISCONDUCT

It is recommended that the Board approve the SECOND READING of Policy No. 817: *Educator Misconduct.*

XIII. FIRST READING OF POLICY NO. 204: ATTENDANCE

It is recommended that the Board approve the FIRST READING of Policy No. 204: *Attendance.*

XIV. FIRST READING OF POLICY NO. 247: HAZING

It is recommended that the Board approve the FIRST READING of Policy No. 247: *Hazing.*

XV. FIRST READING OF POLICY NO. 823: USE OF TOBACCO AND VAPOR PRODUCTS

It is recommended that the Board approve the FIRST READING of Policy No. 823: *Use of Tobacco and Vapor Products.*

XVI. FIRST READING OF POLICY NO. 847: MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

It is recommended that the Board approve the FIRST READING of Policy No. 847: *Maintaining Professional Adult/Student Boundaries.*

XVII. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference requests:

Dr. William Stropkaj	PASA-PSBA School Leadership Conference Hershey, PA October 17-20, 2017	\$1,780.00
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Dr. William Stropkaj	Allegheny Intermediate Unit's Superintendents' Development Workshop Hershey, PA October 3-6, 2017	<i>No cost to District</i>
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Joseph Kubiak
Karen Wong

Pennsylvania Employment Law Seminar
Pittsburgh, PA
August 8 – 9, 2017

\$1,180.00

EDUCATION REPORT

June 27, 2017

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2017/2018

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2017/2018 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>No More Than</u>
<i>Business Math Using Excel</i>	Cengage Learning, 2016	26 copies/\$157.50 each
<i>Personal Finance for Teens</i>	B.E. Publishing, 2017	26 copies/\$78.95 each
<i>Principles of Marketing</i>	Cengage Learning, 2016	26 copies/\$56.25 each
<i>The Teen Entrepreneur</i>	B.E. Publishing, 2016	26 copies/\$58.95 each

For Information Only

Quantities will be adjusted based on actual student enrollment.

II. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

<u>Textbook</u>	<u>Publisher</u>	<u>Copies</u>
<i>Responding to Literature Grades 9-12</i>	McDougal-Littell, 1992	941

III. SLIPPERY ROCK UNIVERSITY AGREEMENT

It is recommended that the Board approve the School District Affiliation Agreement with Slippery Rock University regarding the placement of student teachers for the school years 2017/2018, 2018/2019, 2019/2020, 2020/2021, and 2021/2022.

COMMUNICATIONS REPORT

June 27, 2017

Ms. Neely Crowell, Chairperson

BOARD ACTION REQUESTED

I. REDFORD PHOTOGRAPHY - DISTRICT PHOTOGRAPHER

It is recommended that the Board approve Redford Photography as the Keystone Oaks School District photographer for the 2017/2018 and 2018/2019 school year.

PERSONNEL REPORT

June 27, 2017

Mr. David Hommrich, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. RESIGNATIONS

1. The Administration recommends that the Board accept the resignation of **Keith Hartbauer, Ed.D.**, Keystone Oaks High School principal, effective June 30, 2017.
2. The Administration recommends that the Board accept the resignation of **Eric Davidson**, Special Education Teacher, Keystone Oaks Middle School, effective June 12, 2017.
3. The following motion is a correction from the May 23, 2017 Business/Legislative Agenda: The Administration recommends that the Board accept the resignation of employee 02-2017 in accordance with the agreed upon terms and conditions, effective May 23, 2017.

II. APPOINTMENTS

A. Professional Employees

In compliance with *Board Policy No. 850 – Employment of District Staff*, and the *Keystone Oaks Education Association Agreement 2011-2017*, the Administration recommends the employment of:

Kaitlin Hensel

Kindergarten – Fred L. Aiken Elementary School

August 22, 2017

Salary - \$44,000.00 (B+24, Level 15)

Elizabeth Venturella

Mathematics – Keystone Oaks Middle School

August 22, 2017

Salary - \$43,750.00 (B, Level 15)

B. Secretary Pupil Services/District Registration

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2014-2018*, and receipt of all required legal documents, the Administration recommends the employment of:

Melanie Streitmatter
 Secretary – Pupil Services/District Registration
 Effective July 10, 2017
 Salary – \$34,526.57

C. Custodian

In compliance with *Board Policy No. 850 – Employment of District Staff, the Services Employees’ International Union Local 32BJ*, and receipt of all required legal documents, the Administration recommends the employment of:

Scott Cunningham
 Keystone Oaks High School
 Effective June 12, 2017
 Salary – \$27,357.00

D. Substitute Custodian

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individual as a substitute custodian, pending receipt of all required legal documents and clearances:

John Kaufman Effective June 12, 2017

E. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2017, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation* it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Philip McGivney	\$6,250
	Cheerleaders		
	Varsity	Jessica Eberlein	\$3,800
	Junior Varsity	Christina Monroe	\$2,300
	Middle School	Madeline Kay	\$2,000
Cross Country	Head Coach	Sarah Hardner	\$3,149
	Assistant	Lainey Resetar	\$2,000
	Assistant	Judith Fritz	\$2,000
Dance Team	High School	Katie Boyle	\$2,000
Football	Head Coach	Greg Perry	\$8,310
	Asst. Varsity	Steve McCormick	\$4,505
	Asst. Varsity	Russell Klein	\$4,505
	Asst. Varsity	James Feeney	\$4,505
	Asst. Varsity	Jeff Sieg	\$4,505

	Asst. Varsity	Kobe Phillippi	\$2,252.50 (split)
	Asst. Varsity	Joseph Kazalas	\$2,252.50 (split)
	JV	Dale Klobuchir	\$3,585
	JV Assistant	Dion Wiegand	\$3,275
	Middle School	Andrew Bell	\$3,275
	Middle School	John Cerminara	\$3,275
	Middle School	James Canello	\$3,275
	Middle School	Paul Jankowiak	\$1,637.50 (split)
	Middle School	Michael Orosz	\$1,637.50 (split)
Golf	Head Coach	Dennis Sarchet	\$4,190
	Assistant	Joshua Short	\$2,755
Soccer (Boys)	Head Coach	Sotiri Tsourekis	\$4,700
	Assistant	John McCarthy	\$3,270
	Assistant	John Bruner	\$3,270
	Middle School	Keith Buckley	\$2,970
	MS Assistant	Jeremy Diven	\$2,660
Soccer (Girls)	Head Coach	Danielle Kandrack	\$4,700
	Assistant	OPEN	\$3,270
	Middle School	Jennifer Luciew	\$2,970
	MS Assistant	Matthew Paradise	\$2,660
Swimming	MS Head Coach	Jemma Cherep	\$3,280
Volleyball (Girls)	Head Coach	Ben Van Balen	\$4,190
	Assistant	David Harouse	\$2,755
	Middle School	Hope Muno	\$2,455
	MS Assistant	Donda Snell	\$2,250

F. Keystone Oaks Middle School Musical Stipends

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks Middle School Musical pending receipt of all required legal documents:

<u>Name</u>	<u>Compensation</u>
Greg Pegher	\$403.75
Nicole Zalak	\$1,921.25

III. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011-2017, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article:

A. Secondary Teacher Stipend for Teaching 7 out of 8 Periods:

Dennis Sarchet	\$1,000.00
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B. Secondary Teacher Stipend for Class Size at 30 or Above

Kenneth Hustava	\$1,000.00
Dennis Sarchet	\$1,000.00

IV. SUMMER/PRE-SEASON COACHING POSITIONS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2017, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following coaches for the 2017 Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>
Girls Basketball	Ronald Muszynski

V. POST SEASON COACHING STIPENDS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2017, Article XXVIII, Extra Duty Compensation, Sub-Section A, No. 9*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Track	Adam Mitchell	\$150.00 (3 weeks)
	Felix Yerace	\$150.00 (3 weeks)
	Jeff Sieg	\$150.00 (3 weeks)
	Kaitlin Hogel	\$100.00 (2 weeks)
Tennis – Boys	James Svidron	\$100.00 (2 weeks)
	Leslie Leopold	\$100.00 (2 weeks)

FINANCE REPORT

June 27, 2017

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of May 31, 2017 (Check No. 53898 – 54140)	\$781,017.11
B. Risk Management as of May 31, 2017 (None)	\$0.00
C. Food Service Fund as of May 31, 2017 (Check No. 9123 – 9123)	\$162.26
D. Athletics as of May 31, 2017 (None)	\$0.00
E. Capital Reserve as of May 31, 2017 (Check No. 1571 – 1573)	\$372,600.06
TOTAL	\$1,153,779.43

II. APPROVAL OF 2017/2018 FINAL BUDGET

The Administration recommends adoption of the 2017/2018 Final Budget in accordance with Section 687 of the School Laws of Pennsylvania.

For Information Only

The 2017/2018 Final Budget is estimated at expenditures of \$41,937,262.00. The expected revenues will be \$41,937,262.00 with the levying of 19.0771 mills. (The millage remains the same as last year). The approval of the 2017/2018 Final General Budget is scheduled for June 27, 2017.

III. CYPHER & CYPHER CPA

The Administration recommends the reappointment of **Cypher & Cypher CPA** to complete the annual independent audit reports for the 2016/2017 and the 2017/2018 school years.

For Information Only

While the District is using the same auditing firm, there will be a new principal auditor conducting the audit.

IV. INVESTMENTS

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

- First National Bank
- Bank of New York – Mellon
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer’s Department)

V. BANKING

It is recommended that in accordance with ***Board Policy No. 005 – Local Board Procedures – Organization***, the Board approve the following as designated depositories:

- **First National Bank**
 - Activities and Athletic Funds
 - Capital Expenditure Fund
 - Food Service
 - General Fund
 - Payroll
 - Sinking Fund
 - Tax Appeal Escrow Account
 - Others as approved by the School Board*

VI. DISTRICT INSURANCE POLICIES 2017/2018

It is recommended that the Board approve the District’s insurance as listed:

• WRM (Commercial Property)	\$66,316.00
• WRM (Equipment)	\$6,573.00
• WRM (Commercial Inland Marine)	\$105.00
• WRM (Commercial General Liability)	\$18,290.00
• WRM (Commercial Crime)	\$1,609.00
• WRM (Commercial Automobile)	\$4,566.00
• WRM (Educators Legal Liability)	\$23,067.00
• WRM (Educators Excess Liability)	\$11,329.00
TOTAL	\$131,855 .00
• UPMC (Workers’ Compensation)	\$125,858.00

VII. CURRENT ACT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5/per working individual); earned income tax (0.5%); and real estate transfer tax (0.5%)

For Information Only

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 MAY ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 29,453,588	\$ 579,164
7000	State Revenue Sources	\$ 10,811,514	\$ 7,182,984	\$ (3,628,560)
8000	Federal Revenue Sources	\$ 847,073	\$ 476,329	\$ (370,744)
Total Revenue		\$ 40,533,011	\$ 37,112,901	\$ (3,420,140)
(OVER)				
UNDER				
BUDGET				
Expenditures				
100	Salaries	\$ 15,839,295	\$ 12,093,305	\$ 3,745,990
200	Benefits	\$ 10,401,758	\$ 7,657,478	\$ 2,744,280
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 1,194,984	\$ 465,266
400	Property Services	\$ 1,215,100	\$ 1,035,926	\$ 179,174
500	Other Services	\$ 4,886,463	\$ 4,300,435	\$ 586,028
600	Supplies/Books	\$ 1,219,475	\$ 1,213,723	\$ 5,752
700	Equipment/Property	\$ 870,175	\$ 812,786	\$ 57,389
800	Other Objects	\$ 967,570	\$ 878,920	\$ 88,650
900	Other Financial Uses	\$ 3,895,000	\$ 3,984,836	\$ (89,836)
Total Expenditures		\$ 40,955,086	\$ 33,172,393	\$ 7,782,693
Revenues exceeding Expenditures		\$ (422,075)	\$ 3,940,508	\$ 4,362,553

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 05/01/2017	\$ 92,593.82	\$ 66,301.89
Deposits	\$ 19,806.16	\$ 20.98
Subtotal	\$ 112,399.98	\$ 66,322.87
Expenditures	\$ 16,381.87	\$ 0.00
Cash Balance - 05/31/2017	\$ 96,018.11	\$ 66,322.87

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MAY 31, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,710,348
PAYROLL (pass-thru account)	\$ 13,039
FNB SWEEP ACCOUNT	\$ 510,071
ATHLETIC ACCOUNT	\$ 66,323
PLGIT	\$ 5,353,010
FNB Money Market	\$ 2,007,377
PSDLAF	\$ 155,373
INVEST PROGRAM	\$ 171,761
	<u>\$ 9,987,302</u>
CAFETERIA FUND	
FNB BANK	\$ 450,062
PLGIT	\$ 846,198
	<u>\$ 1,296,260</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 360,868
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 762
	<u>\$ 361,630</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 273,734</u>
GRAND TOTAL	\$ 11,918,926

FACILITIES REPORT

June 27, 2017

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. BID DOCUMENTS – SOFTBALL DUGOUTS

It is recommended that the Board approve NIRA to prepare the bid documents for the softball dugouts.

II. ADVERTISEMENT FOR BIDS – SOFTBALL DUGOUTS

It is recommended that the Board approve the advertisement for bids for softball dugouts

III. ROOFING BID

It is recommended that the Board approve Tuscano-Maher Roofing as the successful bidder for the roofing project at a cost not to exceed \$926,714.12.

For Information Only

This price includes \$429,214.12 for materials and \$497,500.00 for labor.

IV. POINT PARK UNIVERSITY – DISTRICT'S TRACK

It is recommended that the Board approve the Agreement with Point Park University for the University's track team to use the District's track during the 2017/2018, 2018/2019, and 2019/2020 Track Season.

For Information Only

During each year of the agreement, Point Park University will pay the District \$4,000.00

ACTIVITIES & ATHLETICS REPORT

June 27, 2017

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. RECREATIONAL SWIM RATES FOR 2017/2018

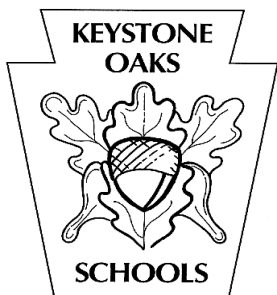
The Administration recommends that the Board approve the following recreational swim rates for the 2017/2018 school year:

- **Pool Rentals**
 - 1-30 people: increase from \$55/hour to \$65/hour for residents
 - 1-30 people: increase from \$80/hour to \$90/hour for nonresidents
 - 31-60 people: increase from \$60/hour to \$70/hour for residents
 - 31-60 people: increase from \$85/hour to \$95/hour for nonresidents

- **Recreational Swim Fees will remain the same**
 - Family Pass (2 Adults and up to 3 children) \$60.00
 - Adult Pass (18 or older) \$30.00
 - Children's Pass (17 and under) \$15.00
 - Daily Admission Fee for Residents \$2.00
 - Daily Admission Fee for Nonresidents \$4.00
 - Senior Citizen Free with Golden Eagle Card

- Children's Swim Lessons \$35.00/6 lessons
- Loved One and Me Classes \$25.00/5 lessons
- Red Cross Life Guard Training \$200.00
- Water Aerobics Exercise Class \$60.00/16 sessions or \$7.00/per class

Policy Guide



Policy No. 203

Section PUPILS

Title COMMUNICABLE DISEASES AND IMMUNIZATION

Adopted JUNE 27, 1998

Revised MARCH 26, 2015;
OCTOBER 19, 1998

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
Section 1	<p><u>Purpose</u></p> <p>In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and guidelines be followed by students, parents/guardians and district staff.</p>	SC 1303a Title 28 Sec. 23.81 et seq.
Section 2	<p><u>Definitions</u></p> <p>Certificate of Immunization – The official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.</p> <p>Medical Certificate – The official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.</p>	Title 28 Sec. 23.82 Title 28 Sec. 23.82

POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION		
Section 2	<p><u>Guidelines</u></p> <p><u>Immunization</u></p> <p>All students shall be immunized against specific^{certain} diseases in accordance with Pennsylvania law and regulations, unless specifically exempt for religious, strong moral or ethical convictions similar to a religious belief or medical reasons.</p> <p>A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.</p> <p>A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds, strong moral or ethical convictions similar to a religious belief or whose physician certifies that the student's physical condition contra-indicates immunization.</p> <p>A student who has not been immunized in accordance with state and/or county regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.</p> <p>Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.</p> <p>Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.</p> <p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building principal.</p>	<p>SC 1303a Title 28 Sec. 23.81 et seq. Title 22 Sec. 11.12</p> <p>Title 28 Sec. 23.85</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84, 23.85</p> <p>Title 28 Sec. 23.85, Pol. 200, 240</p> <p>Title 28 Sec. 23.85</p> <p>SC 1303a</p>

**POLICY NO. 203
COMMUNICABLE DISEASES AND IMMUNIZATION**

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.

Title 28 Sec. 23.83,
27.77

Health Records

~~The District shall require that prior to admission to school for the first time that parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician/nurse practitioner may use such reports to advise the parent of the need for further medical care as set forth in Board policy.~~

Pol. 209

A comprehensive health record shall be maintained for each student enrolled in the District. The record shall include the results of required tests, measurement, screenings, regular and special examinations, and medical questionnaires.

SC 1402
Pol. 209216

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or, at the request of the parent/guardian, to a physician or otherwise authorized or required under applicable law.

SC 1409
Pol. 216

~~As part of the health record, a record of immunization shall be maintained for each student enrolled as established by the Pennsylvania Department of Health.~~

~~The District shall require that the parents/guardians report to the school nurse information regarding known communicable diseases.~~

Title 28 Sec. 23.85

Communicable Diseases Attendance

The Board authorizes that students who have been diagnosed by a physician or are suspected by the school nurse of having a disease or infectious condition, as described in and defined by regulations issued by the Department of Health, shall be excluded from school for the period indicated by regulations for such disease or infectious condition.

Title 28 Sec. 27.71,
27.72
Pol. 204

<p>Section 3</p>	<p>POLICY NO. 203 COMMUNICABLE DISEASES AND IMMUNIZATION</p>	
	<p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p>	<p>Title 28 Sec. 27.1, 27.2, 27.23</p>
	<p>Readmission shall be contingent upon verification by the school nurse or, in the absence of the school nurse, the nurse practitioner, or written verification by the student's physician, that the criteria for readmission specified in the regulations for the disease or condition in question have been satisfied.</p>	<p>Title 28 Sec. 27.72, 27.73 Pol. 204</p>
	<p>Students who exhibit certain symptoms, as described in Department of Health regulations, shall be excluded from school unless that student is determined by the school nurse or a physician to be non-communicable. A student so excluded shall not be readmitted until the school nurse determines that the student's condition is not communicable or the student presents a written statement from his or her physician that the student has recovered or is not infectious.</p>	
	<p><u>Education</u></p>	
	<p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations and Board approved curriculum.</p>	<p>Title 22 Sec. 4.29</p>
<p>Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.</p>	<p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>	
<p><u>Delegation of Responsibility</u></p>		
<p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Annually review the State and/or county standards for immunization of students^{pupils} and direct the responsible District personnel accordingly. 2. Ensure that parents/guardians are being informed prior to a student's admission^{entry} to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and 	<p>SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol 200, 201</p>	

**POLICY NO. 203
COMMUNICABLE DISEASES AND IMMUNIZATION**

means by which such exemptions may be claimed.

3. **Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.**
4. Investigate and recommend to the Board such District-sponsored programs of immunization as may be warranted to safeguard the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.
5. Promulgate health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

Title 28 Sec. 23.82,
23.85

The Superintendent or designee shall report immunization data electronically to the Department of Health by ~~December 31~~ as required by law ~~December 31~~ of year. If the District is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.

Title 28 Sec. 23.86

References:

School Code – 24 P.S. Sec. 1303a, 1402, 1409

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, **4.4**, 11.20

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., **23.82, 23.83, 23.84, 23.85**, 27.1, 27.2, 27.23, 27.71, 27.72. **27.77**

Board Policy – 105.1, 200, 201, 204, 209, **240-246**

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 817

Section OPERATIONS

Policy Guide



Title CONDUCT/DISCIPLINARY PROCEDURES

Adopted _____

Revised _____

	POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES THIS POLICY SHALL SUPERCEDE POLICIES 317, 417, AND 517.		
Section 1	<u>Purpose</u> Effective operation of the District’s programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the District’s business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.		
Section 2	<u>Authority</u> All administrative, professional and classified employees are expected to conduct themselves in a professional manner, consistent with appropriate and orderly behavior, and in a manner which establishes a positive example for students in a public school setting. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently. The Board requires employees to maintain professional, moral and ethical relationships with students at all times.		22 PA Code 235.10 Pol. 847

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
Section 3	<p>The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>	SC 510, 514
	<p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Non-certificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>	SC 1121, 1122, 1126 1127, 1128 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq.
	<p><u>Guidelines</u></p>	
	<p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall maintain order, perform assigned job functions and carry out directives issued by supervisors.</p>	SC 510
	<p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p>	
	<ol style="list-style-type: none"> 1. Threatening actions or conduct, physical or verbal abuse, or verbal or written threats of harm, directed to anyone. 2. Non-professional relationships with students. 3. Causing damage to or destruction of district property, facilities or equipment through intentional, willful or grossly negligent actions or conduct. 4. Forceful or unauthorized entry to, occupation or use of District facilities, buildings, grounds or other property. 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances on school grounds, school vehicles, at school sponsored events on or off school property. 6. Use of profane or abusive language. 	Pol. 847 Pol. 851

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
7. Breach of confidential information.		SC 1122
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.		
9. Carrying onto or possessing a weapon on school grounds, school vehicles, at school sponsored events on or off school property without authorization from the appropriate school administrator.		
10. Theft or dishonesty, including falsification or reports.		Pol. 623
11. Violating or otherwise failing to follow Board policies, administrative regulations, rules or procedures.		SC 1122
12. Violation of federal, state, or applicable municipal laws or regulations.		SC 1122
13. Unsatisfactory performance of job duties.		
14. Excessive unexcused absences or tardiness.		
15. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the District, or any activity sponsored or approved by the Board, or other conduct which otherwise exposes the District to loss or liability or damage to reputation.		
<u><i>Arrest or Conviction Reporting Requirements</i></u>		
Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.		SC 111, 2070 9a
Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.		23 Pa. C.S.A. 6344.3

POLICY NO. 817 CONDUCT/DISCIPLINARY PROCEDURES		
Section 4	An employee shall be required to submit new criminal history back ground checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.	SC 111
	An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.	23 Pa. C.S.A. 6344.3
	Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.	SC 111 23 Pa. C.S.A. 6344.3
	<u>Delegation of Responsibility</u>	
	The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.	SC 1122, 1151
Disciplinary rules shall annually be reviewed, updated, and referred to the Board for information purposes.		
References:		
School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1127, 1128, 1129, 1130, 1151		
Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.		
State Board of Education Regulations – 22 PA Code Sec. 235.10		
Title 23 – 23 Pa. C.S.A. 6344.3		
Board Policy – 623, 847, 851		

Policy Guide



Policy No. 817.1

Section OPERATIONS

Title EDUCATOR MISCONDUCT

Adopted- _____

Revised _____

POLICY NO. 817.1 EDUCATOR MISCONDUCT	
Section 1	<p><u>Purpose</u></p> <p>The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.</p>
Section 2	<p><u>Authority</u></p> <p>The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.</p> <p style="text-align: right;">22 PA Code 235.1 et seq. 24 P.S. 2070.1a</p>
Section 3	<p><u>Definitions</u></p> <p>Educator – a person who holds a certificate. 24 P.S. 2070.1b</p> <p>Certificate – any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code. 24 P.S. 2070.1b</p> <p>Sexual Abuse or Exploitation – shall mean any of the following: 23 Pa. C.S.A. 6303</p> <ol style="list-style-type: none"> 1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any

**POLICY NO. 817.1
EDUCATOR MISCONDUCT**

individual.

- b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct – any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:

- 1. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- 2. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- 3. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

24 P.S. 2070.1b

<p>Section 4</p>	<p>POLICY NO. 817.1 EDUCATOR MISCONDUCT</p> <p>4. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p>	
	<p><u>Delegation of Responsibility</u></p> <p><u>Duty to Report</u></p> <p>The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:</p> <ol style="list-style-type: none"> 1. Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause. 2. Who has been arrested or convicted of any crime that is graded a misdemeanor or felony. 3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student. 4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice. 5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act. 6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services) 7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63. 	<p>24 P.S. 2070.9a</p> <p>Pol. 806</p>

POLICY NO. 817.1 EDUCATOR MISCONDUCT		
	An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.	24 P.S. 2070.9a
	All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.	24 P.S. 2070.9a
	An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.	SC 111 24 P.S. 2070.9a Pol. 817
	Failure to comply with the reporting requirements may result in professional disciplinary action.	24 P.S. 2070.9c
Section 5	<u>Guidelines</u>	
	<u>Investigation</u>	
	School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.	24 P.S. 2070.11
	Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.	24 P.S. 2070.11
	Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to Department the outcome of its investigation and whether it will	24 P.S. 2070.11

**POLICY NO. 817.1
EDUCATOR MISCONDUCT**

pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the District makes a recommendation concerning discipline, it shall notify the educator of such recommendation.

Confidentiality Agreements

The District shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.

24 P.S. 2070.11

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.

24 P.S. 2070.17b

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The District also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.

24 P.S. 2070.17a

References:

School Code – 24 P.S. Sec. 111

Educator Discipline Act – 24 P.S. Sect 2070.1 et seq.

Pennsylvania’s Code of Professional Practice and Conduct for Educators – 22 PA Code Sec. 235.1 et seq.

Chile Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 806, 817

Policy Guide



Policy No. 204

Section PUPILS

Title ATTENDANCE

Adopted AUGUST 21, 1989

Revised JUNE 20, 2013;
OCTOBER 19, 1998

POLICY NO. 204 ATTENDANCE	
Section 1	<p><u>Purpose</u></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> <p>The Board of Education requires that school age pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
Section 2	<p><u>Authority</u></p> <p>Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that authorized district staff a principal or teacher may excuse a student for temporary absences upon receipt of when the principal receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>
Section 3	<p><u>Definitions</u></p>

Title 22 Sec. 11.41
~~SC 1327, 1330~~

Title 22 Sec. 11.23.
11.25, 12.1
SC 1327, 1329,
1330

<p>Section 4</p>	<p>POLICY NO. 204 ATTENDANCE</p>	
	<p>Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. 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>Title 22 Sec. 11.13 SC 1326</p>
	<p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p>	<p>SC 1326</p>
	<p>Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p>	<p>SC 1326</p>
	<p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none"> 1. Custodial biological or adoptive parent. 2. Noncustodial biological or adoptive parent. 3. Guardian of the person of a child. 4. Person with whom a child lives and who is acting in a parental role of a child. 	<p>SC 1326</p>
	<p>This definition 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>42 Pa. C.S.A. 6302</p>
	<p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a 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>SC 1326</p>
<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall annually notify students, parents/guardians, staff and about the District's attendance</p>	<p>Title 22 Sec. 11.41 SC 510.2</p>	

**POLICY NO. 204
ATTENDANCE**

policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

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 ~~procedures~~ for the attendance of students which:

SC 1332, SC 1339

1. Govern the maintenance ~~keeping~~ of attendance records in accordance with law ~~state statues~~.
2. Detail the process for submission of requests and excuses for student absences. ~~Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.~~
- ~~1.~~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 judge.
~~2.~~
4. Ensure that students legally absent have an opportunity to make up work.
~~3.~~
- ~~4.~~ Ensure a school session that conforms to requirements of state regulations.
- ~~5.~~ Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemable negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
- ~~6.~~ Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>5. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under the law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</p> <p><u>Guidelines</u></p> <p><u>Compulsory School Attendance Requirements</u></p> <p>All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.</p> <p>Attendance need not always be within the school facilities; but A student shall will be considered to be in attendance if present at any place where school is in session by authority of the Board; at the place where the student is receiving approved tutorial instruction or health or therapeutic services care; at the place where the student is engaged in an approved and properly supervised <u>independent study</u>, work-study or career education program; or at home when the student is receiving approved homebound instruction.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this District:</p> <ol style="list-style-type: none"> 1. On certification by a physician, psychiatrist, 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. 	<p>SC 1327</p> <p>Title 22 Sec. 11.22, 11.23, 11.28 SC 1327, 1329 Pol 115, 116, 117, 118</p> <p>SC 1329, 1330 Title 22 Sec. 11.34</p> <p>SC 1327 Title 22 Sec. 11.32 Pol. 116</p>
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POLICY NO. 204 ATTENDANCE		
<p>2.3. Students attending college who are also enrolled part-time in district the schools of this District shall be counted as being in attendance in this District.</p>		Title 22 Sec. 11.5
<p>3.4. Students attending a home education program or private tutoring by properly qualified tutor, subject to the Superintendent's approval; in accordance with law.</p>		SC 1327, 1327.1 Pol. 116, 137 Title 22 Sec. 11.31, 11.31a
<p>4.5. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.;</p>		SC 1327
<p>5.6. Students Children fifteen (15) years of age, or and fourteen (14) years of age who have completed the highest elementary sixth grade, who are engaged in farm work, or private domestic service under duly issued permits. ; and</p>		SC 1330
<p>6.7. Students children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>		SC 1330 Title 22 Sec. 11.28
<p><u>Excused/Lawful Absence</u></p> <p>For purposes of this policy, The Board considers the following conditions or situations to constitute reasonable cause for absence from school:</p>		
<p>1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.</p>		Title 22 Sec. 11.25 34 SC 1329
<p>2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.</p>		SC 1329
<p>3. Quarantine.</p>		
<p>2.4. Family emergency.</p>		
<p>3.5. Recovery from accident.</p>		
<p>4.6. Required court attendance.</p>		

**POLICY NO. 204
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.
- ~~5.~~9. Observance of a religious holiday observed by a bona fide religious group, upon prior written parental/guardian request.
- 10. Nonschool-sponsored ~~Family~~ educational tours or trips, if the following conditions are met:-
 - ~~6.~~a. The parent/guardian submits a written request for excusal prior to the absence.
 - ~~7.~~b. The student's participation has been approved by the Superintendent or designee.
 - ~~8.~~c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
 - ~~9.~~
- 11. { } College or postsecondary institution visit, with prior approval.
- 12. { } Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Title 22 Sec. 11.41
SC 1329

Title 22 Sec. 11.21

SC 1329
Title 22 Sec. 1.26

Title 22 Sec. 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 ~~Board~~ may be temporarily excused ~~the following students~~ from the requirements of attendance at District schools:

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction. 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 parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance. 3. School age Homebound children unable to attend school upon the recommendation of the a school physician and a psychiatrist or, certified school psychologist, or both, a psychiatrist and with approval of the Secretary of Education. <p><i>Parental Notice of Absence –</i></p> <p>Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional physician.</p>	<p>SC 510, 1318,1327 Title 22 Sec. 11.22 Pol. 116</p> <p>Title 22 Sec. 11.21 SC 1546</p> <p>SC-1327</p> <p>SC 1332, 1333 Title 22 Sec. 11.25</p> <p>Title 22 Sec. 11.34</p>
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	POLICY NO. 204 ATTENDANCE	
	<u>Unexcused/Unlawful Absence</u>	
	For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.	SC 1326
	An out-of-school suspension may not be considered an unexcused absence.	
	<i>Parental Notification –</i>	
	District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.	
	<u>Enforcement of Compulsory Attendance Requirements</u>	
	<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"> 1. Be in the mode and language of communication preferred by the person in parental relation. 2. Include a description of the consequences if the student becomes habitually truant. 3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's 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. 	
	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	SC 1333

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p> <p><i>School Attendance Improvement Conference –</i></p> <p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.</p> <p>The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p> <p>The following individuals shall be invited to the School Attendance Improvement Conference:</p> <ol style="list-style-type: none"> 1. The student. 2. The student's person in parental relation. 3. Other individuals identified by the person in parental relation who may be a resource. 4. Appropriate school personnel. 5. Recommended service providers. <p>Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p> <p>The outcome of the School Attendance Improvement Conference 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> <p>The District may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.</p>	<p>SC 1333</p> <p>SC 1326</p> <p>SC 1326</p> <p>SC 1333</p> <p>SC 1333</p> <p>SC 1333</p>
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POLICY NO. 204 ATTENDANCE	
<i>Student is Habitually Truant -</i>	
When a student under fifteen (15) years of age is habitually truant, district staff:	SC 1333.1
<ol style="list-style-type: none"> 1. Shall refer the student to: <ol style="list-style-type: none"> a. A school-based or community-based attendance improvement program; or b. The local children and youth agency. 2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student. 	SC 1333.1
When a student fifteen (15) years of age or older is habitually truant, district staff shall:	SC 1333.1
<ol style="list-style-type: none"> 1. Refer the student to a school-based or community-based attendance improvement program; or 2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student. 	
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.	SC 1333.1
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 judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.	SC 1333.1
<i>Filing a Citation -</i>	
A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.	SC 1333.2

	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <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> <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>References:</p> <p>School Code – 24 P.S. Sec. 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. 1.26, 11.5, 11.13, 11.21, 11.22, 11.23, 11.25, 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>All absences occasioned by the observance of the student’s religion on a day approved by the Board as a religious holiday or for religious instruction shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on that</p>	<p>SC 1333.2</p> <p>Pol 103.1, 113, 113.3, 114</p> <p>Pol. 103.1, 113, 114</p> <p>SC 1333</p> <p>Title 22 Sec. 11.26</p>
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	<p style="text-align: center;">POLICY NO. 204 ATTENDANCE</p> <p>date. Excusal for religious instruction is limited to a total of not more than thirty six (36) hours per school year.</p> <p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.</p> <p style="padding-left: 40px;">1. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</p> <p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p> <p>Notice will be issued to the parents/guardians following three (3) days of illegal absence or the equivalent.</p> <p>The notice remains in effect continuously for the period of compulsory attendance, not merely for the school year when the notice was issued.</p> <p>No additional notice is necessary throughout the remainder of a student's school career.</p> <p>Subsequent illegal absences of one day or the equivalent will be reason to file charges against the parent/guardian and student (age 13-17) with the appropriate local authorities.</p> <p>For the purposes of this policy, there are four categories of absences: "illegal," "excused," "unexcused," and "disciplinary." An "illegal" absence is an unexcused absence (not resulting from a disciplinary suspension) of a pupil of compulsory school age, under 17 years of age. An "excused" absence results from illness, quarantine, death in the immediate family, impassable roads, observance of a recognized religious holiday, and professional medical treatment. An "excused" absence may also be an absence approved in advance by the building principal. An "unexcused" absence results from a student age 17 or over absent without parental consent or excuse. A "disciplinary"</p>	<p>Title 22 Sec. 11.21</p> <p>SC 510, 1318</p> <p>SC 1330</p> <p>Title 22 Sec. 11.5, 11.32</p> <p>Title 22 Sec. 11.31</p>
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**POLICY NO. 204
ATTENDANCE**

~~absence results from imposition by the School District of disciplinary measures upon the student that by definition preclude his/her attendance. "Disciplinary" absences do not, however, include absences resulting from the imposition of sanctions upon the student by the criminal or juvenile court system.~~

SC-1327

SC-1330

~~Instances of tardiness to school may be aggregated to equal a day of absence.~~

~~Parents may seek permission to have a student excused from school to travel or vacation away from home for a maximum of five school days each year. This absence will be marked excused provided:~~

- ~~1. The building principal receives a written request from the parent/guardian prior to the student's absence asking to have the student excused for the purpose of vacation and travel. This request shall be made at least one (1) week before the absence.~~
- ~~2. Following the principal's approval, the student will be given a homework completion form that requires his/her teachers' signatures and prompts the teachers to provide the work that is to be completed during the absence.~~
- ~~3. Upon return to school, the student shall have up to five (5) days to complete and hand in the assigned work. The student is responsible for handing in the homework completion form to the principal's office. The form is signed by each of his/her teachers verifying the satisfactory completion of all work missed.~~
- ~~4. If the work is not satisfactorily completed within the five (5) day period and/or the homework completion form is not handed into the principal's office, the absence will be marked as unexcused.~~

~~A student who is absent or tardy must by law submit a written excuse from parent(s)/guardian(s) stating the exact reason for the absence or tardy and the exact date of the absences or tardies. If no excuse is submitted, the absence or tardies will be marked as unexcused. Any absences not deemed appropriate by school authorities shall be marked as unexcused.~~

**POLICY NO. 204
ATTENDANCE**

~~Any student who fails to submit a written excuse from a parent/guardian within five (5) school days shall have their absences or tardies marked as unexcused and be subject to discipline action and possible prosecution before the appropriate district magistrate.~~

Policy Guide



Policy No. 247

Section PUPILS

Title HAZING

Adopted-

Revised

	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 257.</p> <p>Section 1 <u>Purpose</u></p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.</p> <p>Section 2 <u>Definitions</u></p> <p>For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Any brutality of a physical nature, such as whipping, beating, branding. 2. Forced calisthenics. 3. Exposure to the elements. 4. Forced consumption of any food, liquor, drug or other substance. 5. Any other forced physical activity which could 	<p>24 P.S. Sec. 5352</p>
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	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>6. Any willful destruction or removal of public or private property.</p> <p>For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be a “forced” activity or the subject feels coerced into participation, the willingness of an individual to participate in such activity notwithstanding.</p> <p>For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the District.</p> <p>Section 3 <u>Authority</u></p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who have been subjected to hazing or become aware of a hazing to promptly report such incidents.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal and/or the athletic</p>	<p>24 P.S. Sec. 5352</p> <p>SC 511 24 P.S. Sec. 5354 Pol. 122,123</p>
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<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>director.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.</p> <p><u>Guidelines</u></p> <p>In addition to posting this policy on the district’s website, the District shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means including publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization. These individuals must acknowledge that they have read and understood this policy.</p> <p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. When a student believes that s/he has been subject to hazing or is aware of a hazing incident, the student shall promptly report the incident, orally or in writing, to the building principal and/or athletic director. 2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. The principal shall also notify the Superintendent of the investigation. 3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. 4. The District shall document the corrective action taken. 	<p>24 P.S. Sec. 5354</p> <p>SC 511 24 P.S. Sec. 5354</p>
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	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p><u>Consequences for Violations</u></p> <p>If the investigation results in a substantiated finding of hazing, or an attempt to circumvent or impede an investigation the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</p> <p>Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.</p> <p>If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.</p> <p>If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include revocation of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.</p> <p>Any person who causes or participates in hazing and/or is knowledgeable of a hazing event and fails to report may also be subject to criminal prosecution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Anti-hazing Law – 24 P.S. Sec. 5351 et seq</p> <p>Board Policy – 122, 123, 218, 233, 817</p>	<p>SC 511 24 P.S. Sec. 5354 Pol. 218, 233</p> <p>24 P.S. Sec. 5354 Pol. 218</p> <p>Pol. 817</p> <p>24 P.S. Sec. 5354</p> <p>24 P.S. Sec. 5353</p>
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Policy No. 823

Section OPERATIONS

Policy

Guide



Title USE OF TOBACCO AND VAPOR PRODUCTS ~~TOBACCO-FREE~~ ENVIRONMENT

Adopted AUGUST 21, 1989

Revised APRIL 18, 2013;
MARCH 19, 2001

	<p style="text-align: center;">POLICY NO. 823 USE OF TOBACCO AND VAPOR PRODUCTS FREE ENVIRONMENT</p> <p style="text-align: center;">This policy supersedes Policy 222.</p> <p>Section 1 <u>Purpose</u>Rationale</p> <p>The Board recognizes that tobacco and vapor products, that may or may not contain nicotine, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p> <p>The Keystone Oaks School District recognizes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school related or school sponsored events is detrimental to the health and safety of students, staff, and visitors. Tobacco use has been implicated in illnesses such as respiratory diseases and cancer of the lungs, larynx and bladder, and a contributing factor in coronary artery diseases and peripheral vascular diseases. Second hand smoke is a threat to the personal health of everyone exposed to it. The Keystone Oaks School District cannot, even by indirection, condone the use of tobacco products because of its possible harm to personal wellbeing.</p>	
<p>Section 2</p>	<p><u>Definitions</u></p> <p>Tobacco Use – The use and/or possession Smoking which means carrying or having in one’s possession of a lighted or</p>	<p>18 Pa. C.S.A. Sec. 6306.1</p>

POLICY NO. 823
USE OF TOBACCO AND VAPOR PRODUCTS
FREE ENVIRONMENT

35 P.S. Sec. 1223.5

unlighted cigarette, cigar, pipe; ~~or~~ other lighted or unlighted smoking product or material; chewing tobacco and all forms of smokeless tobacco; nicotine patches or chewing gum; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces; as well as look-alike items/devices ~~object giving off or containing any substance giving off smoke chewing, dipping, snuff or any other smokeless tobacco in any form.~~

Vapor Product – The use and/or possession of an atomizer or other device that vaporizes a flavored solution that may or may not contain nicotine. Such products include, but are not limited to, electronic cigarettes or e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (ENDS).

~~This includes electronic devices that emit nicotine vapors.~~

- ~~1. Tobacco—Any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form.~~
- ~~2. Tobacco Products—Any lit or unlit cigarette, cigar, pipe, bidi, blunt, clove cigarette, snus, chewing tobacco in any form or any items containing or reasonably resembling tobacco or tobacco products.~~

Tobacco Advertising or Promotion – Clothing, bags, hats or other items that include tobacco/vapor product company names or logos.

- ~~3. Tobacco Cessation Programs—Support systems, programs and services to help those impacted by this policy to abstain from the use of tobacco products.~~
- ~~4. Tobacco Free Environment—100% absence of tobacco products, use or advertising or promotion on school grounds, at school sponsored events or in vehicles owned, rented or chartered by the District.~~

School Grounds – Property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor

	<p style="text-align: center;">POLICY NO. 823 USE OF TOBACCO AND VAPOR PRODUCTSFREE ENVIRONMENT</p> <p>property owned, leased or contracted by the District.</p> <p>School Property – Any building, structure or vehicle owned, leased or contracted by the District.</p> <p>Section 3 <u>Authority</u></p> <p>The Board prohibits the use and/or promotion of tobacco and vapor products by students, staff and visitors in school buildings, on property owned by, leased by or under the control of the District, and on buses, vans or other vehicles owned by, leased by, or under control of the District.</p> <p>Section 46 <u>Guidelines</u></p> <p>The Keystone Oaks School District’s Administration shall be responsible to effectively coordinate all District and community resources to promote the cessation of tobacco usage. Possession of tobacco is unlawful for anyone under 18 years of age. Violators of the policy will be disciplined and/or prosecuted. The District shall report all new incidents regarding the possession, use, and sale of controlled substances, including tobacco, to the Office of Safe School, on a yearly basis.</p> <p><u>Students</u></p> <p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by students at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property, or while representing the school as a member of any team, group, etc., or class.</p> <p>A student shall be subject to discipline under the district's Code of Conduct or prosecution as permitted by law, and students may be referred to law enforcement authorities by the district for prosecution. If convicted of a summary offense, s/he may be fined.</p> <p>The Superintendent or designee shall notify the parent/guardian</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p> <p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p> <p>Pol. 218 18 Pa. C.S.A. Sec. 6306.1</p> <p>Title 22 Sec. 10.2,</p>
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USE OF TOBACCO AND VAPOR PRODUCTS FREE ENVIRONMENT	
<p>of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian of the incident and whether the school district police will issue a summary violation. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>	<p>10.25 Pol. 825</p>
<p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies</p>	<p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq. Pol. 103.1, 113.1, 113.2, 825</p>
<p><u>Staff</u></p> <p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by district staff at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property, or while representing the school as a member of any team, group, etc., or class.</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>
<p>An employee shall be subject to disciplinary procedures consistent with the district's employee discipline policies, procedures and/or practices.</p>	<p>Pol. 817</p>
<p>The Superintendent or designee may report incidents involving the sale or transfer of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>	<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 825</p>
<p><u>Visitors</u></p> <p>The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by visitors at any time in a school building, on any property, buses, vans and vehicles that are</p>	<p>18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5</p>

	<p style="text-align: center;">POLICY NO. 823 USE OF TOBACCO AND VAPOR PRODUCTS ENVIRONMENT</p> <p>owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property.</p> <p>The Superintendent or designee may report incidents involving the sale or transfer of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The use of tobacco and vapor products in violation of this policy by a member of the public shall be considered an act of trespass.</p> <p><u>Allowance for Smoking Cessation Products</u></p> <p>Nicotine containing products that are officially approved by the Food and Drug Administration (FDA), such as skin patches, lozenges, and chewing gum for smoking cessation will be permitted if an individual is using them as a means of smoking cessation.</p> <p>Section 52 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians, staff, and visitors , and contractors about the School District’s tobacco and vapor product use policy in written materials including but not limited to student and employee handbooks, on the website, in newsletters, posted notices, and on signage in school buildings and on school property and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy, which shall include instruction on the potential hazards of tobacco usage. The Superintendent or designee will review and update this policy when required on a yearly basis.</p> <p>The Superintendent shall annually, by July 31, report all</p>	<p>20 U.S.C. Sec. 7183 Pol. 904</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 825</p> <p>SC 1303-A</p>
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incidents of possession, use or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulations.

Pol. 825

References:

School Code – 24 P.S. Sec. 1302.1A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

Tobacco Use Prohibition – 18 Pa. C.S.A. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec 7114

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103.1, 113.1, 113.2, 825, 904

~~Section 7~~

Enforcement

~~Student violations of this policy will lead to fines and/or disciplinary action up to and including suspension from school. Student violators of this policy may be referred to the Student Assistance Program. Student participation in a tobacco cessation program and/or tobacco education class may be~~

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FREE ENVIRONMENT

~~required. Parents will be notified of violations and subsequent actions taken by the school.~~

~~A. First Offense~~

- ~~1. Students found in possession of tobacco may be suspended from one (1) to three (3) days. Students found using tobacco will also be suspended from one (1) to three (3) days;~~
- ~~2. Issuance of a Warning Notice;~~
- ~~3. Notification to parents of the violation and subsequent action taken by the District; and~~
- ~~4. Referral to a Tobacco Cessation Program such as PA QUIT LINE (1-877-724-1090) or Tobacco Free Allegheny. Participation in a tobacco cessation program and/or a tobacco education class may be allowed as an alternative to discipline.~~

~~B. Second Offense~~

- ~~1. Issuance of a civil citation which will result in a hearing before the local district magistrate; and~~
- ~~2. Chronic offenders may receive a full ten day suspension in addition to the civil citation.~~

~~Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning, written reprimand, and/or other employment action. Employees will be referred to a cessation program upon violation of the policy such as PA QUIT LINE (1-877-724-1090), Tobacco Free Allegheny, or the District's Employee Assistance Program.~~

~~Violations by others will result in appropriate sanctions as determined and imposed by the school administration. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may~~

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~~be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave school property.~~

Section 8

Prevention

A. Instruction

~~In compliance with Section 1547 of the PA School Code enacted as Act 211 of 1990, the District will provide instruction regarding the dangers of tobacco usage for every student every year from kindergarten to grade 12. The instruction will be age appropriate and discourage the use of tobacco. Referrals to cessation services or to PA QUIT LINE (1-877-724-1090) will be made for all students, faculty, and staff expressing an interest in smoking cessation.~~

Authority

~~20 U.S.C. Sec 7181 et seq~~

~~PA Code Title 22 Sec 12.3~~

~~35 P.S. 1223.5~~

~~18 PA C.S.A. Sec 6306.1~~

~~S.C. 510-1303 A~~

~~Federal Pro Children Act of 1994~~

~~Act 145 of 1997 State of Pennsylvania~~

~~Section 1303 A of 1999 (School Safety)~~

~~Act 128 of 2000 Section 3.5 School Tobacco Control~~

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 847

Section OPERATIONS

Policy Guide



Title MAINTAINING PROFESSIONAL
ADULT/STUDENT BOUNDARIES

Adopted- _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 847 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES</p> <p><u>Authority</u></p> <p>This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.</p> <p>All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.</p> <p>The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p> <p>This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include district students.</p>	<p>SC 510</p>
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Section 2

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

Section 3

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

Section 4

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Pol. 818

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Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

18 Pa. C.S.A. Sec.
3124.2
24 P.S. Sec.
2070.9f

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

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Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.

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11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource. An adult can listen and/or advocate for the student and assist the student with a referral to the appropriate counselor and continue to provide support as needed and appropriate.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

Pol. 103, 103.1, 248

Electronic Communications -

As with other forms of communication, when communicating

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electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests from current students to be friends or connections on personal accounts on social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

Pol. 815

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There will be circumstances where personal relationships develop between an adult and a student’s family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult’s ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

Pol. 248

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

23 Pa. C.S.A. Sec. 6311
Pol. 806

Any certificated employee who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

24 P.S. Sec. 2070.9a
Pol. 817.1

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator

SC 1302.1-A,
1303-A
22 PA Code Sec.

	<p style="text-align: center;">POLICY NO. 847 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES</p> <p>Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.</p> <p>It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.</p> <p><u>Investigation</u></p> <p>Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.</p> <p>It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.</p> <p><u>Disciplinary Action</u></p> <p>A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.</p> <p>A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy</p>	<p>10.2, 10.21, 10.22 23 Pa. C.S.A. Sec. 6311 24 P.S. Sec. 2070.9a Pol. 817.1, 825, 806</p> <p>Pol. 248, 848</p> <p>Pol. 817</p>
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may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The District shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22

Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.

Pennsylvania’s Code of Professional Practice and Conduct for Educators – 22 PA Code Sec. 235.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Title 18 Institutional Sexual Assault – 18 Pa. C.S.A. 3124.2

Board Policy – 103, 103.1, 248, 806, 815, 817, 817.1 818, 825,848