



**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION**

**TUESDAY, APRIL 21, 2015**  
**7:00 PM**

**BUSINESS/LEGISLATIVE MEETING**

**THURSDAY, APRIL 30, 2015**  
**7:00 PM**

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

**April 21, 2015 – Work Session**

**7:00 PM Meeting**

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

**April 30, 2015 – 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**

**April 30, 2015**

**Ms. Patricia Ann Shaw**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of March 17, 2015 and the Business/Legislative Minutes of March 26, 2015.

## **FOR INFORMATION ONLY**

- |   |   |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i><br><i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report                                   | <i>Mr. Daniel Domalik</i>                                     |
| III. Golden Wings Foundation, Inc. Report           | <i>Mr. Donald Howard</i>                                      |
| IV. PSBA/Legislative Report                         | <i>Ms. Raeann Lindsey</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

April 30, 2015

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. ABOLISHING A POSITION

In compliance with **Board Policy No. 310: *Abolishing a Position***, it is recommended that the Board eliminate the position of Assistant Superintendent, effective June 30, 2015.

### II. CREATING A POSITION

In compliance with **Board Policy No. 301: *Creating a Position***, it is recommended that the Board approve the position of Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015.

### III. DIRECTOR OF CURRICULUM INSTRUCTION ASSESSMENT & STAFF DEVELOPMENT

In compliance with the *Keystone Oaks School District Administrative Compensation and Performance Plan 2014-2016*, the Administration recommends the appointment of **Shannon Varley, Ed.D.** as the Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015, at a salary of \$95,000.00.

### IV. APPROVAL OF THE CORRECTIVE ACTION PLAN

The Administration recommends the approval of the *Correction Action Plan* that has been developed in response to the Performance Audit Report dated June 30, 2010 and 2009.

### V. ALLEGHENY INTERMEDIATE UNIT – PROGRAM OF SERVICES

The Administration recommends that the Board approve the proposed 2015/2016 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$4,005,898. There is no increase in the total Allegheny County district allocation. The Keystone Oaks School District's expected contribution to the AIU Program of Services budget is \$37,079.91.

## **VI. SUMMER FOOD SERVICE PROGRAM**

The Administration recommends the approval of the Summer Food Service Program, effective June 15, 2015 through August 14, 2015.

### **For Information Only**

Anyone under the age of 18 may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

## **VII. SECOND READING OF POLICY NO. 205: POST-GRADUATE STUDENTS**

It is recommended that the Board approve the SECOND READING of Policy No. 205: *Post-Graduate Students*.

## **VIII. SECOND READING OF POLICY NO. 208: WITHDRAWAL FROM SCHOOL**

It is recommended that the Board approve the SECOND READING of Policy No. 208: *Withdrawal from School*.

## **IX. SECOND READING OF POLICY NO. 209: HEALTH EXAMINATIONS/SCREENINGS**

It is recommended that the Board approve the SECOND READING of Policy No. 209: *Health Examinations/Screenings*.

## **X. SECOND READING OF POLICY NO. 215: PROMOTION AND RETENTION**

It is recommended that the Board approve the SECOND READING of Policy No. 215: *Promotion and Retention*.

## **XI. PROFESSIONAL DEVELOPMENT**

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

<b>Wendy Mariutto</b>	TEACCH Watson Institute Pittsburgh, PA July 27-31, 2015	\$2,038.75   (General Funds)
<b>Jeff Sieg</b>	AP Summer Institute – AP US History South Fayette High School McDonald, PA June 22-25, 2015	\$975.00   (General Funds)
<b>Brian Werner</b>	2015 PA PBIS Implementers Forum Hershey Lodge Hershey, PA May 27-28, 2015	\$713.96   (General Funds)

# EDUCATION REPORT

April 30, 2015

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ADOPTION OF TEXTBOOKS FOR 2015/2016

The Administration recommends the adoption of the Houghton Mifflin Harcourt Math program **GO MATH**, copyright 2015, for use at the elementary levels K – 5 for the 2015/2016 school year at an approximate cost of \$113,000.00.

### II. DISPOSAL OF TEXTBOOKS

The Administration recommends the disposal of the following textbooks:

<u>Textbook</u>	<u>ISBN#</u>	<u>Copies</u>
Developing Number Sense (2004)	1-57035-960-1	47
Elementary Algebra (1999)	0-395-90114-6	84
Geometry Concepts (2003)	0-618-08758-3	107
Heath Algebra 2 (1998)	0-669-43394-2	200
Heath Geometry (1998)	0-669-45530-x	123
Larson Pre-Calculus (1985)	0-669-08617-7	16
Lynch Calculus (1983)	0-663-41967-0	22
Making sense of Rational Numbers (2005)	1-59318-074-8	45
PSSA Math Coach Grade 11 (2002)	0-67694-989-8	60
Saxon Wang Calculus (1988)	0-939798-34-4	20
Understanding Algebraic Expressions (2005)	1-59318-230-9	24
UCSMP Algebra (1996)	0-673-45765-6	24
UCSMP Algebra Advanced Algebra (1993)	0-676-37277-4	47
UCSMP Functions Stats and Trig (1992)	0-673-37277-4	117
USCMP Geometry (1998)	0-66945530	25
USCMP Pre-Calculus (1992)	0-673-33366-3	13

### For Information Only

Resale of the used textbooks will be attempted first upon Board approval to disposal of the materials.

### **III. STUDENT SUMMER WORK PROGRAM**

The Administration recommends that the Board approve the *Student Summer Work Program* at the Keystone Oaks High School from June 15, 2015 through July 10, 2015 (7:30 a.m.–12:30 p.m.) for approximately 15- 20 students and two (2) instructors, Mark Elphinstone and Michael Orsi. The program has both an instructional component and a custodial component.

### **IV. ADVANCED TECHNOLOGIES FOR KIDS**

It is recommended that the Board approve “*Advanced Technologies for Kids*” Summer Camp 2015 to be hosted at Keystone Oaks Middle School from Monday, June 29, 2015 through Friday, July 3, 2015.

#### **For Information Only**

This program will provide workshops in the areas of Robotics, Animation Movie Studio, Drone Commander and 3-D Printing.

### **V. EXTENDED SCHOOL YEAR PROGRAM**

It is recommended that the Board approve the Keystone Oaks School District Extended School Year Program from June 29, 2015 through July 23, 2015, from 8:30 a.m. – 1:15 P.M., Monday through Thursday, for approximately 35 students at an approximate cost of \$25,000.000.

# PERSONNEL REPORT

April 30, 2015

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. RETIREMENTS

#### A. Professional Staff

It is recommended the Board accept the retirements of the following professional employees:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
<b>Kathleen M. Foster, Ed.D.</b> Assistant Superintendent	41	June 30, 2015
<b>Maria R. Dayka</b> Family Consumer Science - KOHS	18	June 12, 2015
<b>Marilyn D. Fortwangler</b> Grade 1 – Myrtle	21	June 12, 2015
<b>Leslie A. Holmes</b> Grade 1 – Dormont	25	June 12, 2015
<b>Gerald J. Jeannett</b> Guidance Counselor – Elem.	26	June 30, 2015
<b>Nancy L. Karras</b> Grade 1 – Myrtle	23	June 12, 2015
<b>Marilyn Kennedy</b> Kindergarten	11	June 25, 2015
<b>Sandy McCann</b> Grade 2 – Aiken	36	June 12, 2015
<b>Bonnie D. McCoy</b> Title I Reading K-2 – Myrtle	19	June 12, 2015
<b>NancyJean Morrison</b> Grade 2 - Myrtle	40	June 12, 2015

#### B. Classified Employee

It is recommended the Board accept the retirement of the following employee:



<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
<b>Barbara Campbell</b>	40	June 26, 2015

## II. SUBSTITUTE TEACHER

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve Patrick Vetter, Music K-12, as a substitute teacher for the 2014/2015 school year.

## III. EXTRA DUTY APPOINTMENTS

1. In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2014/2015 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Softball – KOMS	Assistant Coach	<b>Emily Doyle</b>	\$2,610.00
Track - KOMS	Assistant Coach	<b>Judi Fritz</b>	\$2,610.00
Volleyball (Boys)	Assistant Coach	<b>Tamara Venski</b>	\$2,680.00

## IV. SUMMER/PRE-SEASON COACHES

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following coaches for the Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>	<u>Coach</u>	<u>Coach</u>
Baseball	<b>Scott Crimone</b>	<b>Joseph Aul</b>	<b>WilliamTheobald</b>
Boys Basketball	<b>Daniel Elzer</b>		
Cross Country	<b>Kaitlin Hogel</b>	<b>Judi Fritz</b>	<b>Sarah Hardner</b>
Football	<b>Greg Perry</b> <b>Steve McCormick</b>	<b>Jim Feeney</b> <b>Jeff Sieg</b>	<b>Russ Klein</b> <b>Joe Klipa</b>
Golf	<b>Shane Rice</b>		
Boys Soccer	<b>Sotiri Tsourekis</b>	<b>Jim Wisniewski</b>	<b>TBA</b>
Girls Soccer	<b>Danielle Kandrack</b>	<b>Michael Kandrack</b>	<b>Jen Luciew</b>
Softball	<b>Mark Kaminski</b>	<b>Kristen Kaminski</b>	

<u>Sport</u>	<u>Coach</u>	<u>Coach</u>	<u>Coach</u>
Tennis	<b>David Bender</b>		
Boys/Girls Volleyball	<b>Ben Van Balen</b>	<b>Matt Donavan</b>	<b>Travis Mitro</b>
Wrestling	<b>Rich Bonaccorsi</b>	<b>Andrew Bell</b>	

#### V. POST SEASON COACHING STIPENDS

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50.00 per week:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Wrestling	<b>Richard Bonnaccorsi</b>	\$150.00 (3 weeks)
	<b>Michael Ober</b>	\$ 75.00 (3 weeks-Split)
	<b>John Cerminara</b>	\$ 75.00 (3 weeks-Split)
	<b>Andrew Bell</b>	\$150.00 (3 weeks)

#### VI. CORRECTION OF INTRAMURAL STIPEND

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following stipend correction for the individuals listed below for the 2014/2015 school year:

<u>Intramurals</u>	<u>Coach</u>	<u>Stipend</u>
Aiken Elementary	<b>Sandra McCann</b>	\$ 758.00
	<b>Michael Shuck</b>	\$1,467.00

#### VII. LEAVE OF ABSENCE

It is recommended that the Board approve a leave of absence for **Sheila Bell**, Health Aide, Aiken Elementary, from May 25, 2015 through the end of the 2014/2015 school year. Ms. Bell's expected return-to-work date is at the beginning of the 2015/2016 school year.

# FINANCE REPORT

April 30, 2015

Mr. Daniel Domalik, 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      | <b>TO BE PROVIDED</b> |
| B. Risk Management   | <b>TO BE PROVIDED</b> |
| C. Food Service Fund | <b>TO BE PROVIDED</b> |
| D. Athletics         | <b>TO BE PROVIDED</b> |
| E. Renovations       | <b>TO BE PROVIDED</b> |

**TOTAL**

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,512,358	\$ 27,422,936	\$ 533,491
7000	State Revenue Sources	\$ 10,281,927	\$ 6,534,996	\$ 10,295,658	\$ 13,731
8000	Federal Revenue Sources	\$ 442,155	\$ 125,233	\$ 430,132	\$ (12,023)
<b>Total Revenue</b>		<b>\$ 37,613,527</b>	<b>\$ 33,172,587</b>	<b>\$ 38,148,726</b>	<b>\$ 535,199</b>
					(OVER) UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 15,192,379	\$ 9,402,332	\$ 15,220,105	\$ (27,726)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 5,670,662	\$ 8,417,824	\$ 53,580
300	Services	\$ 1,376,005	\$ 956,818	\$ 1,435,710	\$ (59,705)
400	Property Services	\$ 1,333,191	\$ 1,044,515	\$ 1,297,095	\$ 36,096
500	Other Services	\$ 4,721,747	\$ 3,275,900	\$ 4,645,781	\$ 75,966
600	Supplies/Books	\$ 1,217,885	\$ 1,092,662	\$ 1,236,354	\$ (18,469)
700	Equipment/Property	\$ 202,100	\$ 154,888	\$ 173,388	\$ 28,712
800	Other Objects	\$ 993,796	\$ 466,441	\$ 980,828	\$ 12,968
900	Other Financial Uses	\$ 4,086,200	\$ 3,500,264	\$ 4,086,200	\$ -
<b>Total Expenditures</b>		<b>\$ 37,594,707</b>	<b>\$ 25,564,483</b>	<b>\$ 37,493,285</b>	<b>\$ 101,422</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ 18,820</b>	<b>\$ 7,608,103</b>	<b>\$ 655,441</b>	<b>\$ 636,621</b>

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
MARCH 31, 2015**

	<b>2/28/2015</b>					<b>3/31/2015</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>		<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>		<b>BALANCE</b>
<b>GENERAL FUND</b>						
PNC BANK	\$ 1,507,830	\$ 3,801,104	\$ (4,036,087)	\$ -		\$ 1,272,846
PAYROLL (pass-thru account)	\$ 67,962	\$ 775,202	\$ (828,146)			\$ 15,018
PLGIT	\$ 13,772,731	\$ 2,746,225	\$ (5,500,000)	\$ 2,062		\$ 11,021,019
PSDLAF	\$ 154,631		\$ -	\$ 4		\$ 154,635
INVEST PTOGRAM	\$ 170,770			\$ 7		\$ 170,776
	<u>\$ 15,673,924</u>	<u>\$ 7,322,530</u>	<u>\$ (10,364,233)</u>	<u>\$ 2,072</u>		<u>\$ 12,634,294</u>
<b>CAFETERIA FUND</b>						
PNC BANK	\$ 95,418	\$ 50,616	\$ (134,310)			\$ 11,724
PLGIT	\$ 276,273	\$ 35,065	\$ -	\$ 3		\$ 311,341
	<u>\$ 371,692</u>	<u>\$ 85,681</u>	<u>\$ (134,310)</u>	<u>\$ 3</u>		<u>\$ 323,065</u>
<b>CONSTRUCT FUND / CAP RES</b>						
PNC BANK	\$ 3,115,830	\$ -	\$ (29,713)	\$ 27		\$ 3,086,144
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,366	\$ 248,000	\$ (248,000)	\$ 216		\$ 3,503,582
	<u>\$ 6,619,195</u>	<u>\$ 248,000</u>	<u>\$ (277,713)</u>	<u>\$ 243</u>		<u>\$ 6,589,726</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>						
PNC BANK	\$ 944,479	\$ -	\$ (1,940)	\$ 41		\$ 942,581
<b>GRAND TOTAL</b>	<u><b>\$ 23,609,290</b></u>	<u><b>\$ 7,656,211</b></u>	<u><b>\$ (10,778,195)</b></u>	<u><b>\$ 2,360</b></u>		<u><b>\$ 20,489,666</b></u>

### III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of February 28, 2015	\$ 119,816.08	\$ 60,274.52
Deposits (General Fund Transfer)	\$ 4,637.17	\$ 5,615.00
Subtotal	\$ 124,453.25	\$ 65,889.52
Expenditures	\$ 8,581.00	\$ 1,889.10
Cash Balance as of March 31, 2015, 2015	\$ 115,872.25	\$ 64,000.42

### IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 345,865	\$ (129,490)
7000	State Revenue Subsidy	\$ 87,647	\$ 17,060	\$ (70,587)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 239,388	\$ (145,771)
<b>Total Revenue</b>		<b>\$ 948,161</b>	<b>\$ 602,314</b>	<b>\$ (345,847)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 347,018	\$ 246,772	\$ 100,246
200	Benefits	\$ 139,201	\$ 97,145	\$ 42,056
	Professional/Technical			
300	Services	\$ 200	\$ 1,434	\$ (1,234)
400	Property Services	\$ 8,750	\$ 2,613	\$ 6,137
500	Other Services	\$ 2,725	\$ 1,397	\$ 1,328
600	Supplies/Food	\$ 438,206	\$ 264,837	\$ 173,369
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ (64,414)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		<b>\$ 937,100</b>	<b>\$ 679,611</b>	<b>\$ 257,489</b>
<b>INCOME / (LOSS)</b>		<b>\$ 11,061</b>	<b>\$ (77,297)</b>	<b>\$ (88,358)</b>

NOTE: \$63,279 FROM EQUIPMENT WILL BECOME AN ASSET (from operating to balance sheet)

# **FACILITIES REPORT**

**April 30, 2015**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. STUDENT SUMMER WORK PROGRAM**

The Administration recommends that the Board approve twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 15, 2015 through August 14, 2015.

### **II. DORMONT FIRE DEPARTMENT TRAINING**

It is recommended that the Board approve the Dormont Fire Department to conduct their training at Dormont Elementary School on Monday, June 22, 2015 between the hours of 6:30 p.m. – 9:30 p.m.

# ACTIVITIES & ATHLETICS REPORT

April 30, 2015

Mr. Robert Brownlee, Chairperson

## BOARD ACTION REQUESTED

### I. OVERNIGHT TRIP / COMPETITION

It is recommended that the following trip be approved:

#### **Future Business Leaders of America (FBLA) National Leadership Conference**

Chicago, Illinois

Saturday-Friday – June 27 – July 3, 2015

Sponsor: **Beth Smith**

Approximate number of students participating – 2

Approximate cost per student – \$1,424.00 (includes hotel, flight, transportation, meal plan)

Approximate cost per adult - \$2,094.00 (includes hotel, flight, transportation, meal plan)

Conference Registration - \$315.00

District Funds Requested - \$5,257.00



# Policy Guide



Policy No. 205

Section PUPILS

Title POST-GRADUATE STUDENTS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

<b>POLICY NO. 205 POSTGRADUATE STUDENTS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p><del>The</del>It shall be the policy of the Board of School Directors to shall assume no <del>obligation</del> responsibility for making its regular educational program available to residents of this District who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other District.</p>	<p>SC 1301 Title 22 11.12, 11.13, 12.1</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board endorses opportunities for those individuals who reside in the District who have not finished high school to complete requirements for a District diploma. <del>(i.e., Project SUCCEED).</del></p>	<p>SC 502, 1901</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>Guidelines for implementing this policy shall authorize the principal to determine if the candidate meets requirements for a District diploma and recommend an approved candidate for graduation.</p> <p><del>School Code</del> References:</p> <p>School Code – 24 P.S. Sec. 502, 1301, 1901</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.13, 12.1</p>	<p><del>502, 1901, 1925</del></p>



KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 208

Section PUPILS

Title WITHDRAWAL FROM SCHOOL

Adopted AUGUST 21, 1989

Revised OCOTBER 19, 1998

<b>POLICY NO. 208 WITHDRAWAL FROM SCHOOL</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board affirms that, <del>even though</del><del>although</del> the statute requires attendance of <del>a each</del>-student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful <del>and fulfilling</del>-life beyond <del>the</del>-schools.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board directs that whenever a student wishes to withdraw, efforts <del>will</del><del>should</del> be made to determine the underlying reason for such action and the resources of the District <del>will</del> <del>should</del> be used to assist the student in reaching their academic potential and career goals. If the student insists on withdrawing, the <del>school</del><del>guidance</del> counselor <del>and home and school visitor</del> should encourage the student to enroll in a GED Program or in <del>Project SUCCEED</del> another approved program.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/<del>guardian and supporting or other</del> justification.</p> <p>The withdrawal of students attending college full-time shall be approved.</p>

SC 1326, 1327  
Title 22 Sec. 11.13,  
12.1

SC 1327

Title 22 Sec. 11.4

**POLICY NO. 208  
WITHDRAWAL FROM SCHOOL**

**Section 3**

**Delegation of Responsibility**

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

**Section 4**

**Guidelines**

Counseling services shall be made available to any student who wishes to withdraw.

Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

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

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

References:

School Code – 24 P.S. Sec. 1326, 1327

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

# Policy Guide



Policy No. 209

Section PUPILS

Title HEALTH EXAMINATIONS/SCREENINGS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

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

~~SC 1402-3~~  
SC 1401, 1402,  
1403  
Title 22 Sec. 12.41

SC 1402, ~~health~~  
1407  
Title 22 Sec. 12.41  
~~Policy 203~~

SC 1403, ~~to~~ 1407  
Title 22 Sec. 12.41

SC 1407  
Title 28 Sec. 23.2

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

Privately conducted physical and dental exams must be comparable to those conducted by the school physician and/or nurse practitioner and must be documented on the forms provided by the District.

Unless otherwise exempted by the appropriate governmental authorities, the school nurse or medical technician shall administer to each student, at intervals established by the District, the following: vision tests, hearing tests, tuberculosis tests, scoliosis screenings, height and weight measurements, and any other test required by School Code or applicable law or regulation. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

The following schedule will be used:

1. Each ~~student~~pupil shall receive height and weight measurement annually.
2. Each ~~student~~pupil shall receive vision screening annually.
3. Each ~~student~~pupil shall receive audio screening in K, 1, 2, 3, 7 and 11.
4. Each ~~student~~pupil shall be tested for tuberculosis upon original entry into school and in grade nine (9) by a tuberculin test or as directed by the health department—usually every three (3) years unless reactor rate is high in the previous year.
5. Each ~~student~~pupil shall be screened for scoliosis in the sixth and seventh grades and all age-appropriate students in ungraded classes. Students who are under observation or care for scoliosis by a physician or students who object in writing to the screening need not be tested.

~~For each pupil transferring to the schools of this District, the Superintendent shall request an adequate health record from the transferring school.~~

The individual ~~student~~pupil records of health examinations shall

SC 1402  
Title 22 Sec. 12.41  
Title 28 Sec. 23.1 et seq.

Title 28 Sec. 23.7

Title 28 Sec. 23.4

Title 28 Sec. 23.5

Title 28 Sec. 23.9

Title 28 Sec. 23.10

SC-1409

SC 1409

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

be maintained as a confidential record subject to statute and the policies of this District.

Pol.P.G. 216

A student who presents a statement signed by a parent or guardian that a medical examination is contrary to religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

SC 1419  
Title 28 Sec.  
23.4544

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be so informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent(s) or guardian(s) inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examination.

SC 1402,~~(d)~~ 1406  
Title 22 Sec. 12.41

~~SC 1402 (d) 1415~~

~~Parents and guardians of children who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parent or guardian attend. Such notice may also include notification that the parent may have the examination conducted privately at the parent's expense.~~

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

SC 1405  
Title 28 Sec.  
23.2(e)  
20 U.S.C. Sec.  
1232h

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

**Section 3**

**Delegation of Responsibility**

~~The Superintendent shall instruct all staff members to observe students continually for conditions that indicate physical defect or disability and to report such conditions promptly to the school nurse.~~

The Superintendent or designee shall instruct all staff members to be sensitive to the overall well-being of students and to promptly report any apparent changes in a student’s health to the school nurse, who shall communicate with the student’s parent/guardian.

SC 1402

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the District.

SC 1409

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children’s Health Insurance Program (CHIP).

SC 1406

References:

School Code – 24. P.S. Sec. 1401-1409, 1419

State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1

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

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

Board Policy – 216

~~School Code~~

~~1402, 1403, 1405, 1406, 1407, 1409, 1419~~

~~PA Code Title 28~~

~~Sec. 23.2, 23.44~~



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# Policy Guide



Policy No. 215

Section PUPILS

Title PROMOTION AND RETENTION

Adopted AUGUST 21, 1989

Revised APRIL 12, 2001

POLICY NO. 215 PROMOTION AND RETENTION		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that the <del>personale</del>emotional, social, physical, and educational <del>growth of children</del> development of students will vary and that <del>they</del>students should be placed in the educational setting most appropriate to their needs. <del>at the various stages of their growth. Social promotion at all levels is discouraged.</del> The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>	
Section 2	<p><b><u>Authority</u></b></p> <p><del>It shall be the policy of the</del> Board establishes that each <del>child</del>student shall be moved forward in a continuous pattern of achievement and <del>growth</del>development that <del>is in harmony</del> corresponds with <del>his/her own</del> the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p><del>Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.</del></p> <p><del>A student will be promoted when s/he has:</del></p> <p style="padding-left: 40px;"><del>a. completed the course requirements at the presently assigned level; and</del></p>	<p><del>SC 1531, 1611, 1613</del> SC 1531, 1532 Title 22 Sec. 4.42</p>

	<b>POLICY NO. 215 PROMOTION AND RETENTION</b>	
	<p><del>b. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.</del></p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments.</p>	<p>SC 1532 Pol. 213</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p><del>The Superintendent shall develop procedures for promotion and retention of which:</del></p> <ul style="list-style-type: none"> <li><del>a. assure that efforts are made to remediate the student's difficulties before s/he is retained;</del></li> <li><del>b. require the recommendation of the classroom teacher for promotion or retention;</del></li> <li><del>c. require that parents are informed in advance of the possibility of retention;</del></li> <li><del>d. assign to the building and administrative staff the final responsibility for determining the promotion or retention of each student.</del></li> </ul> <p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>Parents/guardians shall be informed of their child's progress through all levels, K-12, <del>through the elementary program</del> by means of regularly scheduled conferences and periodic reports prepared by the instructor and <del>given sent</del> to the parent.</p> <p>In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process.</p> <p>Parents/Guardians and students shall be informed of the possibility of retention or failure of a student in advance.</p>	<p>SC-1552</p> <p>Title 22 Sec. 5.222</p> <p>Title 22 Sec. 4.12, 4.13</p> <p>SC 1532 Pol. 217</p>

	<b>POLICY NO. 215 PROMOTION AND RETENTION</b>	
	<p>Every effort will be made to remediate the student’s difficulties before s/he is retained through age-appropriate instructional strategies to accelerate progress in the classroom.</p> <p>A referral to and participation in the Student Assist Program (SAP) with proper documentation of interventions implemented will be made.</p> <p>Systematic assessment strategies will be in place, such as continual progress monitoring and formative evaluation that enable ongoing modifications of instructional efforts.</p> <p>There will be implementation of school-based academic and mental health supports in order to advance skills and promote social and emotional adjustment of students (i.e. Title I Reading Program, after-school tutoring, counselor services).</p> <p>The recommendation of the classroom teacher(s) shall be required for promotion or retention of a student. Satisfactory completion of credit requirements shall also be required for promotion of students in grades 9-12.</p> <p>All potential retentions will be reviewed by the building principal who has the responsibility for determining the final promotion or retention of each student, in consultation with the Superintendent or designee. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.</p>	
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p><b><u>Elementary and Middle School</u></b></p> <p>Recommendations for student retention will also take into account the student’s age, social and emotional development, level of readiness for the grade level recommended, and any special needs of the student.</p> <p>There must be a recommendation of the classroom teacher for promotion or retention.</p>	

**POLICY NO. 215  
PROMOTION AND RETENTION**

~~Parents shall be informed of their child's progress through the elementary program at all levels, K-12, by means of regularly scheduled conferences and periodic reports prepared by the instructor and sent to the parent.~~

At the middle school level, students will advance to the next grade level upon attaining a passing grade of "D" or better in at least four of five academic year-long courses. Students in Grade 8 who do not attain a passing grade of "D" or better in Reading/English and/or Mathematics will be required to attend the applicable district-operated summer program or other district-approved summer program prior to Grade 9. Failure to satisfy this minimal requirement will subject the student to retention.

~~All potential retentions will be reviewed by the building administrator and the Superintendent or his designee as deemed necessary. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.~~

**High School**

At the ~~secondary~~ high school level, students shall be encouraged to carry a full academic schedule of classes in each school year. A ~~credit~~ Carnegie unit shall be given for each subject in which the student has attained a passing grade of D or better and has been enrolled for two semesters.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

~~Any eleventh grade student who has earned fewer than fourteen credits will not be scheduled for graduation and will remain in a junior homeroom unless they attend summer school after their junior year to earn the necessary credit(s) to meet graduation requirements. If a student is unable to attend summer school to satisfy the credit deficiencies, other options (i.e., community~~

	<b>POLICY NO. 215 PROMOTION AND RETENTION</b>	
	<p>college courses) may be explored and approved by the parent/student and the building principal. Students must have earned at least nine (9) credits to be placed in a junior homeroom. Students must pass four (4) credits in grade nine to be placed in a sophomore homeroom.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.42</p> <p>Board Policy – 213, 217</p>	<p><del>SC 1531, 1532, 1611, 1613 PA Code</del></p> <p><del>Title 22 Sec. 5.222</del></p>