KEYSTONE OAKS SCHOOL DISTRICT  
1000 Kelton Avenue  
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

TUESDAY, FEBRUARY 17, 2015  
7:00 PM

BUSINESS/LEGISLATIVE MEETING

THURSDAY, FEBRUARY 26, 2015  
7:00 PM
February 17, 2015 – Work Session

7:00 PM  Meeting

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

February 26, 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
February 26, 2015

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 20, 2015 and the Business/Legislative Minutes of January 29, 2015.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  Ms. Annie Shaw
   Mr. Donald Howard - Alternate

II. SHASDA Report  Mr. Daniel Domalik

III. Golden Wings Foundation, Inc. Report  Mr. Donald Howard

IV. PSBA/Legislative Report  Ms. Raeann Lindsey

V. Castle Shannon Borough Council Minutes  (Available Online)

VI. Dormont Borough Council Minutes  (Available Online)

VII. Green Tree Borough Council Minutes  (Available Online)

VIII. EXECUTIVE SESSION
BOARD ACTION REQUESTED

I. SECOND READING OF POLICY NO. 623: FRAUD AND ABUSE

It is recommended that the Board approve the SECOND READING of Policy No. 623: Fraud and Abuse.

II. FIRST READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS

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

III. FIRST READING OF POLICY NO. 203.1: HIV INFECTION

It is recommended that the Board approve the FIRST READING of Policy No. 203.1: HIV Infection.

IV. FIRST READING OF POLICY NO. 206: ASSIGNMENT WITHIN DISTRICT

It is recommended that the Board approve the FIRST READING of Policy No. 206: Assignment Within District.

V. FIRST READING OF POLICY NO. 211: STUDENT ACCIDENT INSURANCE

It is recommended that the Board approve the FIRST READING of Policy No. 211: Student Accident Insurance.

VI. FIRST READING OF POLICY NO. 214: CLASS RANK

It is recommended that the Board approve the FIRST READING of Policy No. 214: Class Rank.
VII. FIRST READING OF POLICY NO. 217: GRADUATION REQUIREMENTS

It is recommended that the Board approve the FIRST READING of Policy No. 217: *Graduation Requirements*.

VIII. PROFESSIONAL DEVELOPMENT

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

Michelle McSwigan  
AP Physics Summer Institute  
South Fayette High School  
McDonald, PA  
June 22-25, 2015  
$2,712.67  
(General Funds)

IX. ADOPTION OF THE 2015/2016 SCHOOL CALENDAR

It is recommended that the Board adopt the 2015/2016 school year calendar as presented by the Superintendent. (Pages 6-7)
One (1) pre-year work day must be completed during this window.  

- First & Last Student Day
- Inservice
- Holiday Dates – No School

--- **Kennywood Picnic – No Assigned Date**

### Make-Up Days:

3. Tuesday, March 29, 2016
4. Tuesday, April 26, 2016
5. Friday, May 27, 2016
## STUDENT / TEACHER DAYS

<table>
<thead>
<tr>
<th>Month</th>
<th>Student</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, 20, 21</td>
<td>Preparation / Inservice / Clerical</td>
<td>August</td>
</tr>
<tr>
<td>August 24</td>
<td>First Day for Students</td>
<td>September</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (No School)</td>
<td>September</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day (No School)</td>
<td>October</td>
</tr>
<tr>
<td>November 3</td>
<td>Inservice Professional Development / Clerical</td>
<td>November</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day (No School)</td>
<td>November</td>
</tr>
<tr>
<td>November 26, 27, 30</td>
<td>Thanksgiving Vacation (No School)</td>
<td>December</td>
</tr>
<tr>
<td>December 24 – 31</td>
<td>Winter Recess (No School)</td>
<td>December</td>
</tr>
<tr>
<td>January 1</td>
<td>Winter Recess (No School)</td>
<td>January</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day (Inservice)</td>
<td>January</td>
</tr>
<tr>
<td>January 25</td>
<td>Clerical</td>
<td>February</td>
</tr>
<tr>
<td>February 15</td>
<td>Presidents’ Day (No School)</td>
<td>March</td>
</tr>
<tr>
<td>March 23</td>
<td>Inservice / Clerical</td>
<td>March</td>
</tr>
<tr>
<td>March 24, 25, 28, 29</td>
<td>Spring Break (No School)</td>
<td>April</td>
</tr>
<tr>
<td>April 26</td>
<td>No School</td>
<td>May</td>
</tr>
<tr>
<td>May 27</td>
<td>No School</td>
<td>May</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day (No School)</td>
<td>June</td>
</tr>
<tr>
<td>June 9</td>
<td>Last Day for Students</td>
<td>June</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day for Teachers / Clerical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

## STAFF DAYS

August 19……………………………………………………………..Final Day for Room Preparation
August 20-21……………………………………………………………… Professional Development
November 3 …………………………………………………………Professional Development / Clerical
January 18……………………………………………………………………….Clerical
January 25………………………………………………………………………Professional Development
March 23………………………………………………………Professional Development / Clerical
June 10………………………………………………………..Clerical

## PARAPROFESSIONAL DAYS

August 20  ..........................................................School Start-Up Activities / Chapter 14 Training
August 21 ...............................................................Chapter 14 Training / Preparation Duties
January 18 .................................................................All Day Chapter 14 Training

## VACATION DAYS

September 7…………………………………………………….Labor Day
October 12 ............................................................Columbus Day
November 11…………………Veterans’ Day
November 26, 27, 30…………….Thanksgiving Vacation
December 24 – January 1…………….Winter Recess
February 15…………………………..Presidents’ Day
March 24, 25, 28, 29………………Spring Break
April 26………………………………………No School
May 27………………………………………………………No School
May 30………………………………………………………Memorial Day

## IMPORTANT DAYS

August 24, 2015……………………………………………………….First Day for Students
June 9, 2016……………………………………………………….Last Day for Students
June 10, 2016……………………………………………………….Last Day for Teachers
June 2016…TO BE DETERMINED………………………………….Kennywood Picnic
I. FULL-DAY KINDERGARTEN

The implementation of full-day kindergarten beginning with the 2015/2016 school year.
BOARD ACTION REQUESTED

I. STATE ESL PROFICIENCY ASSESSMENT AT MYRTLE AVENUE ELEMENTARY

The Administration recommends that the Board approve contracting with the Allegheny Intermediate Unit to provide the State ESL Proficiency Assessment at Myrtle Avenue Elementary School during the leave of the District ESL teacher. Cost is $105.00 per hour, not to exceed 45 hours.

II. ESL SERVICES

The Administration recommends that the Board approve a contract with the Allegheny Intermediate Unit to provide ESL services for students at Myrtle Avenue Elementary School, effective February 17, 2015, at the rate of $375.00 per day during the leave of absence of the ESL teacher.
Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATION – DANIELLE TATE - PARAPROFESSIONAL

It is recommended that the Board accept the resignation of Danielle Tate, paraprofessional, Dormont Elementary, effective February 17, 2015.

II. APPOINTMENTS

A. JUSTIN FONNER – LONG-TERM KOMS SCIENCE SUBSTITUTE

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended the Board approve the following individual as a long-term substitute teacher, effective January 7, 2015 through June 12, 2015:

Justin Fonner
7th Grade Science – Keystone Oaks Middle School
Salary to be prorated on $42,400.00 (M, Level 16)

B. SUBSTITUTE TEACHERS

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended that the Board approve the following individuals as substitute teachers for the 2014/2015 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynnelle Goins</td>
<td>Secondary Mathematics</td>
</tr>
<tr>
<td>Katherine Palmer</td>
<td>Elementary 4-6, English LA 7-8, Mathematics 7-8</td>
</tr>
<tr>
<td>Madhura Ranada</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Ellie Tecza</td>
<td>Elem K-6; Special Ed PK-8; ESL K-12; Mid-Level Math 7-9</td>
</tr>
</tbody>
</table>

C. SUBSTITUTE CUSTODIANS

In compliance with Board Policy No. 505 – Employment of Substitute and Short-Term Employees, it is recommended that the Board approve Kevin Boehm as a substitute custodian, effective February 9, 2015.
D. EXTRA DUTY

In compliance with the Keystone Oaks Educational Association 2011-2016, Article XXVII, Specialized & Support Positions, it is recommended that the Board approve the following stipend for the 2014/2015 school year:

**Bus Duty (Temporary)**  Myrtle Elementary  **Teresa Zimmerman**  
$1,350.00 (prorated)

II. LEAVES OF ABSENCE

1. It is recommended that the Board approve a leave of absence for Danielle Kandrack, mathematics, high school, effective March 9, 2015 with a return date of June 1, 2015.

2. It is recommended that the Board approve a leave of absence for Frances Creely, secretary, Dormont Elementary School, effective March 9, 2015 with a return date of May 4, 2015.

3. It is recommended that the Board approve a leave of absence for Cari Worley, ESL teacher, Myrtle Avenue Elementary School, effective January 20, 2015, with a return date to be determined.
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. Risk Management

C. Food Service Fund

D. Athletics

E. Renovations

TOTAL

II. DESIGNATED DEPOSITORY BANKING & INVESTMENTS

It is recommended that in accordance with Board Policy No. 5 – *Local Board Procedures – Organization*, the Board approve First National Bank, 600 Castle Shannon Boulevard, Pittsburgh PA 15234 (the main office) as the designated depository and investing in school funds for all fund accounts of the District, effective July 1, 2015.
# FOR INFORMATION ONLY

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

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>JANUARY/ACTUAL</td>
<td>PROJECTION</td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$ 26,889,445 $</td>
<td>$ 25,640,191 $</td>
<td>$ 27,357,531</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$ 10,281,927 $</td>
<td>$ 5,060,445 $</td>
<td>$ 10,292,724</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$ 442,155 $</td>
<td>$ 69,006 $</td>
<td>$ 430,132</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td>$ 37,613,527 $</td>
<td>$ 30,769,643 $</td>
<td>$ 38,080,387</td>
</tr>
</tbody>
</table>

**Expenditures**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>JANUARY/ACTUAL</td>
<td>PROJECTION</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$ 15,192,379 $</td>
<td>$ 6,838,052 $</td>
<td>$ 15,187,628</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$ 8,471,404 $</td>
<td>$ 4,275,609 $</td>
<td>$ 8,402,156</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$ 1,376,005 $</td>
<td>$ 571,263 $</td>
<td>$ 1,318,485</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$ 1,333,191 $</td>
<td>$ 699,643 $</td>
<td>$ 1,271,520</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$ 4,721,747 $</td>
<td>$ 2,550,869 $</td>
<td>$ 4,676,589</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$ 1,217,885 $</td>
<td>$ 954,739 $</td>
<td>$ 1,253,665</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$ 202,100 $</td>
<td>$ 154,434 $</td>
<td>$ 188,715</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$ 993,796 $</td>
<td>$ 464,695 $</td>
<td>$ 980,828</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$ 4,086,200 $</td>
<td>$ 3,300,264 $</td>
<td>$ 4,086,200</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>$ 37,594,707 $</td>
<td>$ 19,809,569 $</td>
<td>$ 37,365,786</td>
</tr>
</tbody>
</table>

**Revenues exceeding Expenditures**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>JANUARY/ACTUAL</td>
<td>PROJECTION</td>
</tr>
<tr>
<td><strong>Revenues exceeding Expenditures</strong></td>
<td></td>
<td>$ 18,820 $</td>
<td>$ 10,960,074 $</td>
</tr>
</tbody>
</table>
## II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF JANUARY 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>12/31/2014 ENDING BALANCE</th>
<th>DEBIT RECEIVED</th>
<th>CREDIT DISBURSED</th>
<th>INTEREST INCOME</th>
<th>1/31/2015 ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$3,982,367</td>
<td>$508,786</td>
<td>$(2,050,097)</td>
<td>$27</td>
<td>$2,441,082</td>
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<tr>
<td>PAYROLL (pass-thru account)</td>
<td>$11,159</td>
<td>$820,092</td>
<td>$(809,678)</td>
<td>$114</td>
<td>$21,573</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$14,822,023</td>
<td>$300,851</td>
<td>-</td>
<td>$15,122,987</td>
<td></td>
</tr>
<tr>
<td>PSDLAF</td>
<td>$154,631</td>
<td>-</td>
<td>$-</td>
<td>$154,631</td>
<td></td>
</tr>
<tr>
<td>INVEST PTOGRAM</td>
<td>$170,755</td>
<td></td>
<td>$7</td>
<td>$170,763</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$19,140,935</td>
<td>$1,629,728</td>
<td>$(2,859,775)</td>
<td>$148</td>
<td>$17,911,036</td>
</tr>
<tr>
<td><strong>CAFETERIA FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$76,482</td>
<td>$40,260</td>
<td>$(70)</td>
<td>$116,673</td>
<td></td>
</tr>
<tr>
<td>PLGIT</td>
<td>$378,947</td>
<td>$-</td>
<td>$-</td>
<td>$378,953</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$455,429</td>
<td>$40,260</td>
<td>$(70)</td>
<td>$6</td>
<td>$495,625</td>
</tr>
<tr>
<td><strong>CONSTRUCT FUND / CAP RES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$2,410,278</td>
<td>$-</td>
<td>$(18,840)</td>
<td>$99</td>
<td>$2,391,536</td>
</tr>
<tr>
<td>PLGIT - G.O. BOND SERIES C OF 2014/ 12-18</td>
<td>$3,505,430</td>
<td>$-</td>
<td>$(2,098)</td>
<td>$26</td>
<td>$3,503,358</td>
</tr>
<tr>
<td></td>
<td>$5,915,708</td>
<td>$-</td>
<td>$(20,938)</td>
<td>$125</td>
<td>$5,894,894</td>
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<tr>
<td><strong>RISK MANAGEMENT FUND/TAX REFUNDS</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PNC BANK</td>
<td>$965,490</td>
<td>$-</td>
<td>$(5,501)</td>
<td>$40</td>
<td>$960,028</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$26,477,562</td>
<td>$1,669,988</td>
<td>$(2,886,284)</td>
<td>$318</td>
<td>$25,261,583</td>
</tr>
</tbody>
</table>
### III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 31, 2015

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance as of December 31, 2014</td>
<td>$127,046.85</td>
<td>$57,917.58</td>
</tr>
<tr>
<td>Deposits (General Fund Transfer)</td>
<td>$11,140.99</td>
<td>$8,220.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$138,187.84</td>
<td>$66,137.58</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$14,928.53</td>
<td>$5,240.06</td>
</tr>
<tr>
<td>Cash Balance as of January 31, 2015</td>
<td>$123,259.31</td>
<td>$60,897.52</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources/Sales</td>
<td>$475,355</td>
<td>$250,472</td>
<td>$224,883</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Subsidy</td>
<td>$87,647</td>
<td>$9,944</td>
<td>$77,703</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Subsidy</td>
<td>$385,159</td>
<td>$141,263</td>
<td>$243,896</td>
</tr>
</tbody>
</table>

Total Revenue: $948,161

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$347,018</td>
<td>$185,268</td>
<td>$161,750</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$139,201</td>
<td>$73,397</td>
<td>$65,804</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$200</td>
<td>$1,434</td>
<td>$1,234</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$8,750</td>
<td>$2,195</td>
<td>$6,555</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$2,725</td>
<td>$1,119</td>
<td>$1,606</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Food</td>
<td>$438,206</td>
<td>$186,494</td>
<td>$251,712</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$1,000</td>
<td>$64,724</td>
<td>$63,724</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Total Expenditures: $937,100

INCOME / (LOSS): $11,061

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>$112,950</td>
<td>$124,011</td>
<td>(OVER)</td>
</tr>
</tbody>
</table>

15
Mr. Donald Howard, Chairperson

BOARD ACTION REQUESTED

I. REGIONAL WIDE AREA NETWORK

The Administration recommends that the Board approve the Keystone Oaks School District’s continued participation in the Regional Wide Area Network in accordance with the Service Order and E-Rate Letter of Agency, effective through June 30, 2016.

For Information Only

The price for the RWAN circuits will be reduced from the current price of $2,500 per month to $1,950 per month. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The price for Internet access service will be reduced from the current price of $10 per mbps to $7 per mbps. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.
BOARD ACTION REQUESTED

I. OVERNIGHT TRIP / COMPETITION

It is recommended that the following trip be approved:

PJAS State Competition – High School & Middle School
Penn State University
Sunday-Tuesday – May 17-19, 2015
Sponsors – John Buffington, Ben Stewart
Chaperone – Diane Flaherty
Approximate number of students participating – 8
Approximate cost per student - $225.00
District Funds Requested – $2,140.00
(Includes cost of two substitute teachers @ 85/day for 2 days)
# Policy Guide

## Policy No. 203

**KEYSTONE OAKS SCHOOL DISTRICT**

**Title**  COMMUNICABLE DISEASES AND IMMUNIZATION

**Adopted**  JUNE 27, 1998

**Revised**  OCTOBER 19, 1998

### Section 1  Purpose

In order to safeguard the school community from the spread of certain communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), the Board requires that established policy and guidelines be followed.

### Section 2  Guidelines

#### Immunization

All students shall be immunized against 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.

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, or provisionally admitted by the Superintendent.

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.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building

| SC 1303a | Title 22 Sec. 11.20 |
| SC 1303a | Title 28 Sec. 23.83 |
| SC 1303a | Title 22 Sec. 11.20 |
| SC 1303a | Title 28 Sec. 23.84 |
POLICY NO. 203
COMMUNICABLE DISEASES AND IMMUNIZATION

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 Policy No. 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.

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.

As part of the health record, a certificate 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.

The Board shall require that the medical history information submitted with health and dental examinations required under Policy 209 “Health Examinations” be periodically revised to include recent medical advice as to communicable diseases.

Attendance

The following policy shall supplement the Board’s Policy No. 204 regarding student attendance by establishing guidelines for the attendance of students with communicable diseases.

The Board authorizes that students who have been diagnosed by...
# POLICY NO. 203
## COMMUNICABLE DISEASES AND IMMUNIZATION

A physician or who 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 of the Department of Health for certain specified diseases and infectious conditions for such disease or infectious condition. 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.

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.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

### Education

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.

Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.

### Section 32 Delegation of Responsibility Authority

The Superintendent or designee shall:

1. Annually review the State and/or county standards for immunization of pupils and direct the responsible District personnel accordingly.

27.72 Pol. 204

Title 28 Sec. 27.72, 27.73 Pol. 204

Title 28 Sec. 27.1, 27.2, 27.23

Title 22 Sec. 4.29

Title 22 Sec. 4.4, 4.29 Pol. 105.1

SC 1303 (a)
**POLICY NO. 203**

**COMMUNICABLE DISEASES AND IMMUNIZATION**

1. Inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requirements of tuberculin testing on original entry and every three years thereafter, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and

2. Ensure that parents/guardians are being informed prior to a student’s entry to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.

2.3 Investigate and recommend to the Board such District-sponsored programs of immunization as may from time to time be warranted by circumstances and the health 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.

4. Promulgate health guidelines and universal precautions designed to minimize transmission of communicable disease be implemented in all district schools.

No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health.

The implementation of this policy shall be the responsibility of the Superintendent and the nurse of each school building in the District, who shall be subject to the sanctions of law for violation of the State statute for immunization of pupils.

<table>
<thead>
<tr>
<th>Section 4</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health, or who have been diagnosed as a carrier of such disease may be excluded for the protection of the</td>
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</tbody>
</table>
POLICY NO. 203  
COMMUNICABLE DISEASES AND IMMUNIZATION

school community under the following procedures.

The school physician/nurse practitioner shall make a preliminary recommendation to the District as to the health risks associated with diagnosed communicable disease. In the event that potential health risks to the school community would be identified by the school physician/nurse practitioner because of the admission or continued attendance of the student in question, a panel shall be convened to review the medical history and assess the specific health risks to the identified student and to the school community.

Prior to the panel’s assessment and recommendation as to health risks, the Superintendent may preliminarily exclude the child from the educational program based upon the school physician’s previous recommendation and after the Superintendent has consulted with the student’s parents or guardians and personal physician.

The Board shall name an administrator to coordinate the District’s response to the issue; the administrator shall convene the panel. The panel shall consist of the coordinating administrator, school physician, school nurse, family physician, parent and appropriate local health official.

The panel shall make an assessment of the potential for transmission of the communicable disease to the school community and the risks associated with potential infection. The panel shall utilize, as a resource, the Centers for Disease Control Guidelines on Education of Children Infected with AIDS-Causing Viruses. See Board Policy No. 203.1.

Within ten (10) days, the panel shall make a recommendation to the Superintendent regarding the attendance of the student. The Superintendent shall promptly make a final decision on attendance or alternate placement of the student.

The panel, at the request of the administrator, shall meet periodically to assess the recommendations as to attendance.

The administrator assigned to coordinate the District’s response under this policy shall be responsible for organizing and presenting information on communicable diseases, including
| **POLICY NO. 203**  
| **COMMUNICABLE DISEASES AND IMMUNIZATION** |
| AIDS, to the school community and general public as necessary to implement the plan. |
| Administrative guidelines approved by the Board on June 27, 1988, for the control of Human/Immunodeficiency Virus (HIV) infection and other communicable diseases will be adhered to by all school personnel. |
| School Code – 1303.a (a)  
| PA Code Title 28 |

**References:**

| School Code – 24 P.S. Sec. 1303a, 1402, 1409 |
| State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20 |
| State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2, 27.23, 27.71, 27.72 |
| Board Policy – 105.1, 200, 201, 204, 209, 216 |
### POLICY NO. 203.1
#### HIV INFECTION

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Purpose</th>
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<td></td>
<td>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</td>
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<table>
<thead>
<tr>
<th>Section 2</th>
<th>Definitions</th>
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<tbody>
<tr>
<td></td>
<td>AIDS – Acquired Immune Deficiency Syndrome.</td>
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<td></td>
<td>HIV Infection – refers to the disease caused by the HIV or human immunodeficiency virus.</td>
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<tr>
<td></td>
<td>Infected Students – refers to students diagnosed as having HIV infection, including those who are asymptomatic.</td>
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<td>Screening Team – the building principal and school nurse.</td>
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<tr>
<th>Section 3</th>
<th>Authority</th>
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<tr>
<td></td>
<td>This policy shall apply to all students in all programs conducted by the school district.</td>
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<tr>
<td></td>
<td>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</td>
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<tr>
<td></td>
<td>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</td>
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</tbody>
</table>
### Section 4

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing and releasing all information concerning HIV infection and infected students.

All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.

Building principals shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.

### Section 5

**Guidelines**

**Attendance**

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student’s parents/guardians voluntarily disclose information regarding the student’s condition, the district employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the Screening Team.

A Screening Team comprised of the Superintendent or designee, building principal, school nurse, student’s parents/guardians, and attending physician shall evaluate the infected student’s educational placement. Placement decisions shall be based on the student’s need for accommodations or services.
| **POLICY NO. 203.1**  
<table>
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<tr>
<th><strong>HIV INFECTION</strong></th>
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<tr>
<td>First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</td>
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<tr>
<td>An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.</td>
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<tr>
<td>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</td>
</tr>
<tr>
<td>An infected student’s placement shall be reassessed if there is a change in the student’s need for accommodations or services.</td>
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</table>

**Confidentiality**

District employees who have knowledge of an infected student’s condition shall not disclose any information without prior written consent of the student’s parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

All health records, notes and other documents referring to an infected student’s condition shall be secured and kept confidential.

**Infection Control**

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the Superintendent or designee of all incidents of exposure to bodily fluids and when a student’s health condition or behavior presents a reasonable risk of transmitting an infection.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

**Staff Development**

Designated district employees may receive additional,
<table>
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<tr>
<th>POLICY NO. 203.1</th>
<th>HIV INFECTION</th>
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<td>specialized training appropriate to their positions and responsibilities.</td>
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</table>

**Prevention Education**

Instruction regarding prevention of HIV infection, AIDS, and other life-threatening and communicable diseases shall be provided for all students.

Prior to HIV infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.

Instructional materials and content shall comply with state laws and regulations.

A student shall be excused from HIV infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians.

References:

School Code – 24 P.S. Sec. 1301, 1327, 1329, 1330, 1409

PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25

Board Policy – 103, 117, 203, 204

Title 22 Sec. 4.29

Title 22 Sec. 4.4, 4.29

Title 22 Sec. 4.4, 4.29
# POLICY NO. 206
## ASSIGNMENT WITHIN THE DISTRICT

### Section 1  Purpose

The Board directs that the assignment of students to classes and schools within this District shall be consistent with the educational needs and abilities of students and the best use of the resources of this District.

### Section 2  Authority

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated. In assigning students to schools within this District, no distinction whatever shall be made on the basis of the student’s race or color; discrimination shall not occur.

### Section 3  Definitions

**Attendance Area** – a geographic region of the District that is assigned to attend school at a particular building.

The attendance areas for the Keystone Oaks School District are:

- Dormont Elementary – Dormont Borough
- Fred L. Aiken Elementary – Greentree Borough
- Myrtle Elementary – Castle Shannon Borough (portion)
<table>
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<tr>
<th>Section 4</th>
<th>Delegation of Responsibility</th>
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<tr>
<td>The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation and travel, convenience of access to schools, education, financial and administrative efficiency or appropriateness of the instructional program.</td>
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<tr>
<td>The Superintendent or designee may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.</td>
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<td>The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her fullest educational potential and academic goals.</td>
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<tr>
<td>The building principal shall assign students in the school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.</td>
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<tr>
<th>Section 5</th>
<th>Guidelines</th>
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<tr>
<td>Whenever possible, consideration shall be given to a request by a parent/guardian for attendance at a specific school.</td>
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</table>

**Classroom Placement of Twins/Higher Order Multiples**

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children’s attendance.
POLICY NO. 206
ASSIGNMENT WITHIN THE DISTRICT

The school shall provide the classroom placement requested by the parent/guardian with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that alternative placement is necessary.

2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine that appropriate classroom placement for the siblings.

3. If the request for separate classroom placement would require the District to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children’s education.

A parent/guardian may appeal the principal’s classroom placement of twins or higher order multiples in accordance with Board policy.

References:
PA School Code – 24 P.S. Sec. 1310, 1310.1
Board Policy – 103, 906

Pol. 906
POLICY NO. 211
STUDENT ACCIDENT INSURANCE

Section 1 Purpose
The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.

Section 2 Guidelines
School insurance shall be made available to each student at the beginning of the school year. The basic insurance plan covers accidents occurring on school property.

Those students who participate in interscholastic sports must have private insurance and submit an appropriate waiver form completed by their parents/guardians.

All accidents must be reported to the nurse as soon as possible. To file a claim with the school insurance company, the student must complete a form in the main office. If this procedure is not followed, the insurance company may refuse to pay the claim.

Section 3 Delegation of Responsibility
The Superintendent shall prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration and shall notify students and parents, who may be eligible for insurance.
Policy

Guide

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 214
Title CLASS RANK
Section PUPILS
Adopted AUGUST 21, 1989
Revised JUNE 28, 1999

POLICY No. 214
CLASS RANK

Section 1 Purpose

The Board acknowledges the usefulness of a system of computing quality point averages and class ranking for secondary school graduates to inform students, parents/guardians and others of their relative academic placement among their peers under relatively similar circumstances.

Section 2 Authority

The Board authorizes a system of class ranking, cumulative from grade level to grade level, to be determined at the end of each year in grades 9, 10 and 11. In grade 12, students are ranked at the end of both semesters.

Section 3 Guidelines

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

Quality points shall be awarded for each course according to Board Policy 213 – Assessment of Student Progress based on the student’s final grade, the academic level and the number of credits of the course.

Students enrolled in Advanced Placement courses shall be given an extra quality point in computing class rank. Students enrolled in Honor courses shall be given an extra half (.5) quality point in computing class rank. Grade values should be computed by
POLICY NO. 214
CLASS RANK

being weighted in the following manner:

<table>
<thead>
<tr>
<th>AP</th>
<th>Honors</th>
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<tbody>
<tr>
<td>A=5.0</td>
<td>A=4.5</td>
</tr>
<tr>
<td>B=4.0</td>
<td>B=3.5</td>
</tr>
<tr>
<td>C=3.0</td>
<td>C=2.5</td>
</tr>
<tr>
<td>D=1.0</td>
<td>D=0.5</td>
</tr>
<tr>
<td>F=0.0</td>
<td>F=0.0</td>
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Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

A student’s quality point average and rank in class shall be entered on his or her record and shall be subject to the Board’s policy on release of student records.

Rank in class shall be entered on students’ records and on all transcripts, where they will be available for review by authorized persons or released with permission from parents/guardians and/or eligible student.

For graduation there will be one valedictorian and one salutatorian.

Section 4 Delegation of Responsibility

The Superintendent or designee shall develop procedures for the computation of quality point averages and the assignment of rank in class to implement this policy.

References:

Board Policy – 213, 216
POLICY NO. 217
GRADUATION REQUIREMENTS

Section 1  Purpose

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

Section 2  Authority

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

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

**High School Graduation Requirements for the Graduation Classes of 2014—2016:**

1. **English** 6 credits
2. **Social Studies** 4 credits
   (Must include government, economics and world history)*
3. **Mathematics** 4 credits
4. **Science** 3 credits
5. **Physical Education/Wellness** 1 credit
6. **S.T.E.A.M.** 1 credit
   *S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.
7. **Electives** 6.5 credits
8. **Community Service** 1 credit
   (Equivalent to 120 hours of community service)

**Total** 26.5 credits

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

Students must take a minimum of seven (7) credits per year.
POLICY NO. 217
GRADUATION REQUIREMENTS

High School Graduation Requirements for the Graduation Class of 2016:

1. English 5.5 credits
2. Social Studies 4 credits
3. Mathematics 4 credits
4. Science 3 credits
5. Physical Education 1 credit
6. *S.T.E.A.M. 1 credit

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

7. Electives 7 credits
8. Community Service 1 credit
   (Equivalent to 120 hours of community service)

Total 26.5 credits

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

Students must take a minimum of seven (7) credits per year.
## POLICY NO. 217
### GRADUATION REQUIREMENTS

**High School Graduation Requirements for the Graduation Classes of 2017 and beyond:**

1. English 4 credits
2. Social Studies 4 credits
3. Mathematics 4 credits
4. Science 4 credits (Must include biology, chemistry, and physics)
5. Physical Education 1 credit
6. *S.T.E.A.M.* 1 credit

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

7. Online 0.5 credit
8. Electives 7.5 credits
9. Community Service 1 credit (Equivalent to 120 hours of community service)

**Total** 27 credits

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

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

### Non-Proficient Students – Keystone Exams

Beginning in 2014-2015, high school students in the Classes of 2014, 2015, and 2016 who have not demonstrated proficiency on the Keystone Exam for Algebra I and Literature will be required to schedule and attend a remediation resource class.
POLICY NO. 217  
GRADUATION REQUIREMENTS

Beginning with the Class of 2017, students who have not demonstrated proficiency on the Keystone Exams for Algebra I, Biology, and Literature will be required to schedule and attend supplemental instruction classes.

Non-proficient students with Individualized Education Program (IEP) may meet this requirement through attending classes determined by the IEP team.

Students will be required to remain in the resource class or class determined by the IEP team until they demonstrate proficiency on the relevant Keystone Exam.

In order to be eligible for graduation, a student must demonstrate mastery on the Algebra I, Biology and Literature Keystone Exams or local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or through progress monitoring of a student’s Individualized Education Program (IEP). Mastery shall be deemed as attaining a score of Proficient or higher on the Keystone Exams Retest, attaining passing grades on a local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or fulfilling requirements of a graduation plan on a student’s IEP.

All citations to General Curriculum Regulations, Department of Education, Chapter 4, approved by the State Board of Education, March 1, 2014, as amended.

**High School Graduation Requirements for the Graduation Classes of 2017 and 2018.**

1. English ................................. 6 credits

2. Social Studies ........................... 4 credits  
   (Must include government, economics and world history)*

3. Mathematics ............................ 4 credits

4. Science .................................. 3 credits

5. Physical Education/Wellness .......... 1 credit
POLICY NO. 217
GRADUATION REQUIREMENTS

6. *S.T.E.A.M.__________________________ 1 credit

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

7. On line Course______________________ .5 credit

8. Electives____________________________ 6.5 credits

9. Community Service___________________ 1 credit
   (Equivalent to 120 hours of community service)

Total________________________________ 27 credits

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

For students in the graduation classes of 2017 and beyond, the following graduation requirements must be met:

1. Course completion and passing grades.

2. Demonstration of proficiency in each of the state academic standards not assessed by a state assessment.

3. Attain proficiency in Algebra I, Biology, and Literature Keystone Exams or project-based assessments in this area.

The Keystone Exams will be stand-alone assessments. Students who do not demonstrate proficiency must participate in supplemental instruction until they demonstrate proficiency on the exam or complete a project-based assessment as prescribed by the Pennsylvania Department of Education.

Beginning with the class of 2019, students will also have to pass a Composition Keystone Exam to graduate or participate in a project-based assessment in this area.

Beginning with the class of 2020, students will also have to pass
POLICY NO. 217
GRADUATION REQUIREMENTS

a Keystone Exam in Civics and Government or in a project-based assessment in this area.

Supplemental Instruction

Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone module. The supplemental instructional support will be consistent with the student’s educational program. The District will continue to provide supplemental instruction either until the student demonstrates proficiency in the subject area or until the student begins participating in a project-based assessment.

Re-taking Keystone Exams

A student may re-take an exam or exam module in which he/she did not score proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test.

Alternatives to Satisfaction of Assessment Requirements

1. Advanced Placement or Baccalaureate Programs

   Upon approval by the Superintendent, advanced placement or international baccalaureate exams that include academic content comparable to the appropriate Keystone Exam at a score established by the Secretary of Education to be comparable to the proficient level on the appropriate Keystone Exam. The Superintendent may permit successful completion of an advanced placement course and test to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam. The Superintendent may permit successful completion of an international baccalaureate program and tests to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.
2. *Students Eligible for Special Education*

Special Education students are required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to graduate from the District or CAVTS if applicable.

3. *Project Based Assessment*

If a student is unable to meet the assessment requirements in this section, the student may supplement a Keystone Exam score through satisfactory completion of a project-based assessment. Points earned through satisfactory performance on one or more project modules related to the Keystone Exam module or modules on which the student scored below proficient shall be added to the student’s highest Keystone Exam score. A student may be eligible to complete a project based assessment as developed by the Pennsylvania Department of Education if the following minimum requirements are met:

a. The student has taken the Keystone related course.

b. Was unsuccessful in achieving a score of proficient or advanced on the Keystone Exam after at least two unsuccessful attempts at demonstrating proficiency.

c. Has met the District’s attendance requirements for the course.

d. Has satisfactorily participated in a manner of supplemental instructional services.

e. Seniors must also meet these requirements, except that they are eligible for the project-based assessment after just one unsuccessful attempt to score proficiency.

4. *Career and Technical and Vocational Education Students*

CTVS students may be eligible to meet the assessment requirements based upon satisfaction of the following:

a. Demonstration of proficiency in each of the State Core
## POLICY NO. 217
### GRADUATION REQUIREMENTS

Academic Standards not assessed by a State assessment.

b. Demonstration of proficiency in those subjects required for federal accountability purposes.

c. Demonstrate proficiency on the required Keystone Exams or a Pennsylvania Skills Assessment (NOCTI) to meet the requirement for testing in Composition and Civics and Government.

d. Achievement of a score of competent or advanced on a PA State Skill Assessment (such as NOCTI, NIMS or other PDE-approved exam).

e. CTVSE students who did not demonstrate proficiency on the Biology Keystone Exam may participate in a project-based assessment without having to take the Keystone Exam twice.

The above alternate requirements may be substituted for purposes of meeting graduation assessment requirements. However, CTVS students must still take and complete courses associated with the State Academic Core Standards and take the associated Keystone Exams for State accountability purposes.

### Additional Learning Opportunities

1. Students attend approved summer schools, community service, weekend classes, college classes, work experiences and other alternative educational programs, as appropriate for specific outcomes and under procedures and policies established by the administration and School Board. Students must also demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams and/or a project determined by the Pennsylvania Department of Education. This will also include the Composition Keystone Exams for students graduating in 2019 and later, and the Civics and Government Keystone Exam for students graduating in 2020 or later.

2. Upon recommendation of the Superintendent, selected
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GRADUATION REQUIREMENTS

students who have completed the eleventh grade of high school may enroll in an institution of higher learning. It is the responsibility of the student to make the necessary arrangements with the institution. It is further understood that the Keystone Oaks High School diploma shall be granted to the student upon successful completion of the twelfth grade requirements completed in the first semester.

3. Graduation requirements shall be completed in a District approved accredited summer school, upon recommendation of the principal, if attendance is during the summer immediately following the graduation year of the student's class.

4. Evidence of the completion of the necessary requirements shall be an official transcript from the approved summer school attended.

Parental Opt-Out

Parents/guardians have the right to review a State Assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excuse and follow the procedures as developed by the Pennsylvania Department of Education. Students who are not taking Keystone Exams under the parental opt-out provision, must take the project-based assessment for each subject area required for graduation.

Waivers for 12th Grade Students

The Superintendent may waive the graduation requirements on a case-by-case basis for good cause in two instances:

1. A waiver may be granted for a senior who was not successful in completing a project-based assessment.

2. The Secretary of Education may grant a waiver to accommodate a student who experienced certain extenuating circumstances, which include:
POLICY NO. 217
GRADUATION REQUIREMENTS

a. Serious Illness
b. Death in the Immediate Family
c. Family Emergency
d. Frequent Transfers in Schools
e. Transfer from an Out-of-State School in Grade 12

Participation in Graduation Ceremonies

To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.

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

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

Student Transcripts

PSSA scores will be included on student transcripts, and beginning with the class of 2017 in 2016-2017, the performance level demonstrated, total of the score, for each Keystone Exam will be placed on the transcript included.

Section 3
Delegation of Responsibility

The Superintendent shall develop procedures for implementing
POLICY NO. 217
GRADUATION REQUIREMENTS

this policy which include:

a. Careful recording of each student's progress and accumulation of graduation requirements.

b. Counseling of students to know what is expected of them for completion of their schooling.

c. Issuance of periodic warnings to students in danger of not fulfilling graduation requirements.

d. Preparation of a list of all graduation students for the information of the Board and for release to the public.

e. Preparation of suitable diplomas for graduating students.

f. Planning and execution of graduation ceremonies which fittingly mark this important achievement.

g. Use of appropriate and/or alternative assessment instruments to determine the degree to which a student who has not attended the School District during each of his high school years has demonstrated appropriate achievement in accordance with the District's Strategic Plan, the District's required learning outcomes, and this policy, where demonstrable personal and/or family circumstances preclude the District's receipt and/or review of the student's prior academic records.

References

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

State Board of Education Regulations – 22 PA Code Sec. 4.24
# KEYSTONE OAKS SCHOOL DISTRICT

## Policy Guide

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Purpose</th>
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<td>The purpose of this policy is to establish certain principles and expectations for the School District in order to prevent fraud or abuse, investigate and provide consequences for engaging in any manner of fraud or abuse and to heighten awareness of possible fraud or abuse. The District will not tolerate fraud, abuse, or acceptance of kickbacks or the concealment of these acts.</td>
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<tr>
<th>Section 2</th>
<th>Definitions</th>
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<td><strong>Fraud</strong> – An intentional deception or misrepresentation that someone makes, knowing that it is false in order to personally benefit, benefit a third party or to induce another to act to his/her detriment.</td>
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Actions constituting fraud include but are not limited to:

1. Falsifying, or unauthorized altering of district documents, including but not limited to:
   
   a. Claims for payments or reimbursements (including but not limited to submitting false claims for travel or overtime).
   
   b. Absence(s) from the worksite documents (including but not limited to requests for sick, bereavement, and other types of leaves of absence).
POLICY NO. 623
FRAUD AND ABUSE

c. Files (both physical and electronic forms), photographic or audio records, or accounts belonging to the school district.

d. Checks, bank drafts, or any other financial documents.

e. Student records.

f. Personnel records.

g. Board minutes or other Board records.

h. Business office records.

i. Maintenance records.

j. Fire, health, and safety reports.

k. Other school district records.

2. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment. Approval by the principal or supervisor, with proper documentation, is required for the removal of district property or assets.

3. Using district equipment or work time for any outside political, or private or non-profit business activity.

4. Using sick leave or bereavement time when not appropriate.

Abuse – Actions that are inconsistent with sound business or fiscal practices.

Actions constituting abuse include but are not limited to:

1. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District, in order to give any entity, person or business an unfair advantage in the bid process.
POLICY NO. 623
FRAUD AND ABUSE

2. Causing the District to pay excessive prices or fees where justification is not documented.

3. Offering bribes/kickbacks. This includes the offer of “facilitating payments” as well as “culturally required” gifts.


**Kickback** – an offer, such as a bribe or gift, by an individual or an organization that is intended to influence an employee’s decision making.

Kickbacks include but are not limited to:

1. Accepting transportation, lodging, meals, entertainments, gifts, hospitality, loans, repetitive gifts where overall value is no longer considered de minimus.

2. Accepting goods or services at no cost for personal use.

**Section 3 Delegation of Responsibility**

This policy applies to any fraud or abuse, suspected or observed, involving district staff members, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit these acts against the school district. Any investigation required shall be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship.

Any perceived fraud or abuse that is detected or suspected by any staff member or other person shall be reported immediately to the Superintendent for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud or abuse includes instances where any employee knew or should have known that an incident occurred.
POLICY NO. 623  
FRAUD AND ABUSE

Administrators and supervisors are responsible for:

1. Ascertaining that employees under their supervision receive district training regarding fraud and abuse (see Employee Education).

2. Completing the district-designed self-assessment of risk of fraud for their school/department (see Self-Assessment of Risk or Fraud).

3. Being familiar with the types of fraud and abuse that could occur within their areas of responsibility.


Section 4  
Guidelines

Consequences

Violation of this policy will result in disciplinary action, including potential discharge, based on a full investigation of all factors and circumstances. In addition, if the fraud or abuse constitutes a violation of state or federal laws, the Superintendent will report the fraud to the relevant authorities.

Employee Education

The policy will be available to all employees via the school district web site.

All employees will be required to sign a statement indicating that they have read and understand this policy annually.

Self-Assessment Of Risk Of Fraud

At the direction of the Superintendent and with the assistance of the Solicitor, each school/department shall perform a self-assessment of risk to identify areas where fraud or abuse may occur. Administrators and supervisors are responsible for identifying risks in their particular area of oversight and ensuring that internal controls are in place to address each of the identified risks.
POLICY NO. 623  
FRAUD AND ABUSE

Confidentiality

To the extent possible the District will maintain the confidentiality of employees who suspect fraud or abuse and report the same under this policy with the understanding that employees accused of fraud or abuse will be afforded all applicable due process.

References:

Board Policy – 317, 417, 517

ACKNOWLEDGMENT

I, __________________________, hereby acknowledge that I have received a copy of the Keystone Oaks School District Fraud and Abuse Policy (No. 623), that I have read and understand the provisions of the Policy, that I agree to comply with the provisions of the Policy and if I fail to comply with the provisions of the Policy such non-compliance may be the basis for disciplinary action.

Witness: __________________________

Employee: __________________________

Date: __________________________