



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, MAY 27, 2025
7:00 PM**

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF EVENTS

Tuesday, May 27, 2025 – Business/Legislative

7:00 PM Meeting

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

Tuesday, June 10, 2025 – Work Session

7:00 PM Meeting

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

BOARD PRESIDENT’S REPORT

MAY 27, 2025

Mrs. Tamara Donahue

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of April 15, 2025 and the Business/Legislative Minutes of April 22, 2025.

II. NOMINATION FOR OFFICE OF TREASURER

It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one year term beginning July 1, 2025.

III. FOR DISCUSSION ONLY

- 2025 Delegate Appointments - PSBA

FOR INFORMATION ONLY

- | | | |
|-------------|--|--------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Mrs. Shaw</i> |
| II. | SHASDA Report | <i>Mr. Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Lydon</i> |
| IV. | News from the Boroughs | |
| V. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

MAY 27, 2025

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 707: USE OF SCHOOL FACILITIES

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

II. SECOND READING ATTACHMENT 707-AR-1: KEYSTONE OAKS FACILITIES USAGE APPLICATION AND AGREEMENT

It is recommended that the Board approve the SECOND READING of Attachment-707-AR-1: *Keystone Oaks Facilities Usage Application and Agreement*.

III. SECOND READING ATTACHMENT 707-AR-2: KEYSTONE OAKS FACILITIES RENTAL FEE SCHEDULE

It is recommended that the Board approve the SECOND READING of Attachment 707-AR-2: *Keystone Oaks Facilities Rental Fee Schedule*.

IV. SECOND READING POLICY 815.1: USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION

It is recommended that the Board approve the SECOND READING of Policy 815.1: *Use of Artificial Intelligence in Education*.

V. FIRST READING POLICY 113.1: DISCIPLINE OF STUDENTS WITH DISABILITIES

It is recommended that the Board approve the FIRST READING of Policy 113.1: *Discipline of Students with Disabilities*.

VI. FIRST READING POLICY 113.2: POSITIVE BEHAVIOR SUPPORT

It is recommended that the Board approve the FIRST READING of Policy 113.2: *Positive Behavior Support*.

VII. FIRST READING POLICY 214: CLASS RANK/GRADUATION HONORS

It is recommended that the Board approve the FIRST READING of Policy 214: *Class Rank/Graduation Honors*.

VIII. FIRST READING POLICY 247: HAZING

It is recommended that the Board approve the FIRST READING of Policy 247: *Hazing*.

IX. FIRST READING POLICY 256: BULLYING/CYBERBULLYING

It is recommended that the Board approve the FIRST READING of Policy 256:
Bullying/Cyberbullying.

X. SUMMER FOOD SERVICE PROGRAM

It is recommended that the Board approve the Summer Food Program, effective Monday, June 9, 2025 through Friday, August 8, 2025.

For Information Only

Anyone 18 years of age or under may participate. Locations will be as follows in Wilson Park (GreenTree), Dormont Pool, Keystone Oaks High School, Alvern Gardens, Castle Shannon Library, and Castle Shannon Rec. (limited dates at Hamilton Park).

XI. 2025/2026 CODES OF CONDUCT FOR STUDENTS

The Administration recommends that the Board approve the 2025/2026 Codes of Conduct for the Elementary Schools, Middle School, and High School.

For Information Only

The Codes of Conduct are guidelines for student rights and responsibilities as addressed in Board Policy No. 235: Students Rights and Responsibilities.

XII. POLICE MEMORANDUM OF UNDERSTANDING – CASTLE SHANNON

In compliance with School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Castle Shannon Police Department.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XIII. POLICE MEMORANDUM OF UNDERSTANDING – DORMONT

In compliance with School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Dormont Police Department.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XIV. POLICE MEMORANDUM OF UNDERSTANDING – MOUNT LEBANON

In compliance with School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Mount Lebanon Police Department.

For Information Only

The MOU is the same verbiage as in the previous years, no changes.

XV. STUDENT AGREEMENT

It is recommended that the Board approve the Agreement between Student 105891 and the Keystone Oaks School District.

XVI. STUDENT AGREEMENT

It is recommended that the Board approve the Agreement between Student 107036 and the Keystone Oaks School District.

XVII. PROFESSIONAL DEVELOPMENT

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

Shane McGrath	2025 Dare International Training Conference Indianapolis, Indiana July 24 – 25, 2025	\$2,400.00
Emily Milbert	STEAM in the Park Golden Gate National Recreation Area June 21 – 25, 2025	\$720.00

EDUCATION REPORT

MAY 27, 2025

Mrs. Tamara Donahue, Chairperson

BOARD ACTION REQUESTED

I. TEXTBOOKS ON DISPLAY

It is recommended that the Board approve the following textbooks to be placed on display for 30 days:

<u>Textbook</u>	<u>Publisher</u>
<i>Amplify Science</i> , Grade 3	Amplify
<i>Amplify Science</i> , Grade 4	Amplify
<i>Amplify Science</i> , Grade 5	Amplify

II. FLEXIBLE INSTRUCTIONAL DAYS APPLICATION

It is recommended that the Board approve the District's Flexible Instructional Days Application to the Pennsylvania Department of Education for the 2025/2026; 2026/2027 and 2027/2028 school years.

III. WATERFRONT LEARNING

It is recommended that that Board approve the Allegheny Intermediate Unit Services Agreement 2025/2026 Addendum: Waterfront Learning Services and Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District.

For Information Only

Waterfront Learning offers flexible virtual education program options.

PUPIL PERSONNEL REPORT

MAY 27, 2025

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SPECIAL EDUCATION PLAN 2025 – 2028

It is recommended that the Board approve the Special Education Plan 2025 – 2028 required by Chapter 4 of the State Board of Education regulations.

For Information Only

The Special Education Plan 2025 – 2028 is currently on public display for 28 days.

II. ALLEGHENY INTERMEDIATE UNIT – SERVICES AGREEMENT 2025/2026

The Administration recommends that the Board approve the Allegheny Intermediate Unit's Services Agreement for the 2025/2026 school year.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

III. ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2025/2026

The Administration recommends that the Board approve the Allegheny Intermediate Unit's Special Education Addendum 2025/2026.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

IV. ARTICULATION AGREEMENT – POINT PARK UNIVERSITY

It is recommended that the Board approve the Articulation Agreement between Point Park University and Keystone Oaks High School effective January 2, 2025.

V. SCHOOL DENTIST SERVICES

It is recommended that the Board approve the Agreement between the Keystone Oaks School District and **Dr. Evan Hall**, as the school dentist for the 2025/2026 and 2026/2027 school year at a cost of \$30.00 per dental exam.

For Information Only

The District will pay an annual fee of \$300.00 for the use of sterilized equipment.

VI. CLIENT SERVICES AGREEMENT

It is recommended that the Board approve the Client Services Agreement between Soliant and the Keystone Oaks School District effective July 7, 2025 through July 24, 2025 for Speech Teleservices for a student at an hourly rate of \$115.00/per hour.

VII. ADELPHOI EDUCATION SERVICES AGREEMENT

It is recommended that the Board approve the Agreement between Adelphoi Education Services Agreement and the Keystone Oaks School District for the 2025/2026 school year.

VIII. ASSOCIATED OCCUPATIONAL THERAPISTS, INC. – ADDENDUM

It is recommended that the Board approve the Addendum to the School Services Agreement between Associated Occupational Therapists, Inc. and the Keystone Oaks School District.

For Information Only

Associated Occupational Therapists, Inc. will now be providing Physical Therapy Services as well as Occupational Therapy Services.

IX. ALLEGHENY CHILDREN'S INITIATIVE INC. AGREEMENT

It is recommended that the Board approve the Letter of Agreement between Allegheny Children's Initiative and the Keystone Oaks School District for providing Student Assistant Program services effective July 1, 2025 through June 30, 2026.

X. THE DAY SCHOOL AT THE CHILDREN'S INSTITUTE AGREEMENT

It is recommended that the Board approve the Services Agreement between The Day School at the Children's Institute and the Keystone Oaks School District effective April 1, 2025 through June 30, 2026.

PERSONNEL REPORT

MAY 27, 2025

Mrs. Tamara Donahue, Co-Chairperson
Ms. Emily Snyder, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Shane Hallam	Teacher – Keystone Oaks High School	June 30, 2025	12

II. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Maria Lydon	Paraprofessional	April 25, 2025

III. APPOINTMENTS

1. Change in Stipend Amounts

It is recommended that the Board approve the following change in stipend amounts for the below stipends for the 2024/2025 school year:

<u>Activity</u>	<u>Sponsor</u>	<u>Stipend</u>
Intramurals (Dormont)	Andy Bell	\$2,250.00
	Kelly Seltzer	\$2,250.00
Intramurals (MS)	Lisa McMahon	\$2,250.00
	Carolyn Manko	\$2,250.00
Intramurals (Myrtle)	Kelly Diven	\$2,250.00
	Kristie Rosgone	\$2,250.00

IV. POST SEASON COACHING STIPEND

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020- 2026*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$100.00 per week:

Baseball

Nick Riggle	\$100.00
Tony Liebro	\$100.00

Softball

Keith Buckley	\$200.00
Richard Barrett	\$200.00

Tennis (Boys)

Leslie Leopold	\$200.00
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Track and Field

Jim Feeney	\$200.00
Lauryn Greggs	\$200.00
Donnie Burns	\$100.00
Mike Orosz	\$100.00

V. FAMILY AND MEDICAL LEAVE

It is recommended that the Board approve the following individual for Family and Medical Leave:

Employee #3645 – August 18, 2025 – November 10, 2025

Employee #3723 – April 30, 2025 – April 29, 2026

VI. UNPAID PERSONAL LEAVE

It is recommended that the Board approve the following individual for an Unpaid Personal Leave:

Employee #3645 – November 11, 2025 – June 6, 2026

FINANCE REPORT

MAY 27, 2025

Mr. Nafis Hill, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF THE 2025/2026 PROPOSED FINAL BUDGET

The Administration recommends the adoption of the 2025/2026 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 28, 2025.

For Information Only

At this time, the 2025/2026 Proposed Final Budget is estimated at expenditures of \$51,640,300. The expected revenues will be \$49,654,783 with the levying of 21.9442 mills. The approval of the 2025/2026 Final General Budget is scheduled for June 17, 2025.

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2025

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

A. General Fund as of April 30, 2025 (Check No. 74696-74914)	\$1,215,202.45
B. Food Service Fund as of April 30, 2025 (Check No. 9959-9969)	\$45,620.31
C. Athletics as of April 30, 2025 (Check No. 3487)	\$150.00
D. Capital Reserve as of April 30, 2025 (None)	\$0.00
TOTAL	\$1,260,972.76

III. SCHUBERT EQUIPMENT SALES, INC.

It is recommended that the Board approve the purchase of a Conveyor Gas Oven from Schubert Equipment Sales, Inc. at a cost not to exceed \$24,138.00.

For Information Only

The pizza oven is being purchased through the Cafeteria Funds.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2024 – 2025 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2024-2025 BUDGET TOTAL	2024-2025 10 MONTH APRIL/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 33,846,624	\$ 32,395,198	\$ (1,451,426)
7000	State Revenue Sources	\$ 14,399,956	\$ 11,267,570	\$ (3,132,386)
8000	Federal Revenue Sources	\$ 959,403	\$ 778,915	\$ (180,488)
Total Revenue		\$ 49,205,983	\$ 44,441,683	\$ (4,764,300)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 22,081,671	\$ 14,880,252	\$ 7,201,419
200	Benefits	\$ 14,214,529	\$ 11,035,898	\$ 3,178,631
300	Professional/Technical Services	\$ 2,320,940	\$ 1,900,854	\$ 420,086
400	Property Services	\$ 1,586,550	\$ 1,113,642	\$ 472,908
500	Other Services	\$ 5,749,351	\$ 4,794,813	\$ 954,538
600	Supplies/Books	\$ 2,399,763	\$ 1,494,948	\$ 904,815
700	Equipment/Property	\$ 1,056,771	\$ 894,884	\$ 161,887
800	Other Objects	\$ 101,910	\$ 56,180	\$ 45,730
900	Other Financial Uses	\$ -	\$ 1,236,275	\$ (1,236,275)
Total Expenditures		\$ 49,511,485	\$ 37,407,746	\$ 12,103,739
Revenues exceeding Expenditures		\$ (305,502)	\$ 7,033,937	\$ 7,339,439
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2025

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 04/01/2025	\$ 355,576.31	\$ 101,010.72
Deposits	\$ 31,578.69	\$ 33.20
Subtotal	\$ 387,155.00	\$ 101,043.92
Expenditures	\$ 30.33	\$ 150.00
Cash Balance - 04/30/2025	\$ 387,124.67	\$ 100,893.92

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2025

BALANCE

GENERAL FUND

FNB BANK	\$ 2,382,760
PAYROLL (pass-thru account)	\$ 7,071
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 100,894
PLGIT	\$ 9,436,682
FNB MONEY MARKET	\$ 2,971,394
PSDLAF	\$ 184,144
INVEST PROGRAM	\$ 206,363
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,200,336
COMPENSATED ABSENCES	\$ 476,892
	\$ 17,966,536

CAFETERIA FUND

FNB BANK	\$ 198,367
PLGIT	\$ 2,402,292
	\$ 2,600,659

CONSTRUCTION FUND / CAP RESERVE

FNB BANK	\$ 45,774
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 911
	\$ 46,686

GRAND TOTAL

\$ 20,613,880

ACTIVITIES & ATHLETICS REPORT

MAY 27, 2025

Mr. Tom LaPorte, Chairperson

BOARD ACTION REQUESTED

I. COMPETITIVE EVENT

It is recommended that the Board approve the following Competitive Event:

Track – PIAA Track Championship (Level III)

Shippensburg University

May 23 – 24, 2025

Number of Students – 2

Activity Sponsor – Jim Feeney

Additional Coach – Lauryn Greggs

District Funds Requested for Students – \$600.00

District Funds Requests for Sponsor and Coach – \$1,366.00

Total District Funds Requested - \$1,917.00

II. ATHLETIC BIDS – WINTER AND SPRING 2025/2026

It is recommended that the Board approve the **Winter and Spring Bids** for the 2025/2026 school year in the amount of \$65,113.28 to the following vendors:

Century Sports Inc.	\$64,332.71
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Pyramid Schools Products	\$780.57
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III. APPROVAL OF ACTIVITIES FOR THE 2025/2026 SCHOOL YEAR

Per Policy 122: *Extracurricular Activities*, it is recommended that the Board approve the following activities for the 2025/2026 school year:

Allies Club (HS)

Art Club (Aiken)

Audio/Visual Club (MS)

Best Friends Club (HS)

Best Friends Club (MS)

Best Friends Club (Myrtle)

Chess Club (MS)

Craft Club (MS)

Culinary Club (MS)
Educators Rising (HS)
Environmental Club (HS)
Environmental Club (MS)
Eradicate Hate (HS)
Fashion Club (MS)
FBLA (HS)
FCCLA (HS)
French Club (HS)
Girls Who Code (HS)
Intramurals (Aiken)
Intramurals (Dormont)
Intramurals (MS)
Intramurals (Myrtle)
Junior/Senior Class (HS)
Line Dancing (MS)
Marching Band (HS)
Math Club (HS)
Medical Careers Club (HS)
Mileage Club (Aiken)
Mileage Club (Dormont)
Musical (Elementary)
Musical (HS)
Musical (MS)
National Honors Society (HS)
Nature Club (Myrtle)
Newspaper Club (MS)
Odyssey of the Mind (District)
Pep Club (HS)
Robotics (HS)
Robotics (MS)
Science Club (HS)
Spanish Club (HS)
Stage Crew (HS)
Strength Club (HS)

Student Senate (HS)
Student Senate (MS)
Technology Club (HS)
Varieties (HS)
Yearbook (HS)
Yearbook (MS)

IV. APPROVAL OF THE INTERSCHOLASTIC ATHLETICS FOR THE 2025/2026 SCHOOL YEAR

Per Policy 123: *Interscholastic Athletics*, it is recommended that the Board approve the following Interscholastic Athletics for the 2025/2026 school year:

Fall

Cheerleading (HS)
Cheerleading (MS)
Cross Country (Co-Ed, HS)
Cross Country (Co-Ed, MS)
Football (HS)
Football (MS)
Golf (HS)
Soccer (Boys, HS)
Soccer (Boys, MS)
Soccer (Girls, HS)
Soccer (Girls, MS)
Swimming (Co-Ed, MS)
Tennis (Girls, HS)
Volleyball (Girls, HS)

Winter

Basketball (Boys, HS)
Basketball (Girls, HS)
Basketball (Boys, MS)
Basketball (Girls, MS)
Bocce (Co-Ed, HS)
Swimming (Co-Ed, HS)
Volleyball (Girls, MS)
Wrestling (HS)
Wrestling (MS)

Spring

Baseball (HS)
Flag Football (Girls, HS)
Softball (HS)
Softball (MS)
Tennis (Boys, HS)
Track (Co-Ed, HS)
Track (Co-Ed, MS)
Volleyball (Boys, HS)

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 707

Section PROPERTY

Title USE OF SCHOOL
FACILITIES

Adopted AUGUST 21, 1989

Last Revised MAY 19, 2020

POLICY NO. 707 USE OF SCHOOL FACILITIES		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes. The Board recognizes that District facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs of the District. When such facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules. A fair and systematic procedure shall be established for handling requests and scheduling facility use.</p> <p>The guidelines and restrictions set forth in this policy and those appearing in the <i>Keystone Oaks Facilities Usage Application and Agreement</i> (707-AR-1) and the <i>Keystone Oaks Facilities Rental Fee Schedule</i> (707-AR-2), are applicable to all user groups, except those which operate under separate contracts.</p> <p>With any organization, the Board reserves the right to enter into a rental/facilities usage contract using a separate fee schedule</p>	<p><u>SC 775</u></p>

	<p style="text-align: center;">POLICY NO. 707 USE OF SCHOOL FACILITIES</p> <p>than what is outlined in this policy. Such contract will be developed by the Superintendent <u>and</u>/or designee and must be approved by the Board.</p>	
Section 2	<p><u>Definitions</u></p> <p>Facilities include the interior of all school buildings, all exterior school property, and the stadium property.</p> <p><u>User Group Classifications</u></p> <p>Class I – Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, clubs, and other extracurricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Keystone Oaks School District Board of School Directors.</p> <p>Class II – Board recognized parent faculty organizations or associations that are affiliated with individual schools in the District or booster organizations affiliated with a Class I user group.</p> <p>Class III – A 501(c)(3) non-profit corporation; <u>or an unincorporated not-for-profit community-based group/organization or a for-profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of students who are residents of the District. In order to qualify for Class III status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of students of the District.</u></p> <p>Class IV – A 501(c)(3) non-profit corporation, an unincorporated not-for-profit community-based group/organization or a for profit company, group or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents non-students of the District. <u>This class also includes a any for profit company, group, or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of students who are residents of the District. In order to qualify for Class IV status</u></p>	

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	<p style="text-align: center;">POLICY NO. 707 USE OF SCHOOL FACILITIES</p> <p>under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the District.</p> <p>Class V – All other individuals, organizations and groups not included in Class I, II, III or IV.</p> <p>Section 3 <u>Guidelines</u></p> <p>Use of school facilities by community and non-community-based organizations cannot interfere with the District's instructional or extracurricular programs. All organizations granted permission to use the District's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall be required to pay an additional fee for district police and/or security <u>provide police and/or security protection</u> if so required by the District in its sole discretion.</p> <p><u>Application Process</u></p> <p>Applications for facility use must be submitted a minimum of ten (10) business days in advance. Facility use requests that do not fall within the specified timelines will be considered on a case by case basis. Longer application periods may be established by the District, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. No request for use of a facility may be granted, and the District may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a completed application and complied with all of the other terms of this policy.</p> <p>The District retains the right to reject any facilities usage requests for any reason.</p> <p>All applications for use must be submitted to the Director of Buildings, Grounds, and Transportation <u>Superintendent's Office</u>. The application may be obtained on the District's website.</p>	
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**POLICY NO. 707
USE OF SCHOOL FACILITIES**

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

Scheduling

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

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

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

The District reserves the right to restrict rental space within its facilities to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility may be canceled, and any monies paid with respect thereto refunded unless the ~~Superintendent's Office~~ ~~Director of Building, Grounds, and Transportation~~ approves usage of the facility post-cancellation.

Fees

The organization requesting use of any District facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the *Keystone Oaks Facilities*

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

Rental Fee Schedule (707-AR-2). The District's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval by the Board.

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

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

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the District's invoice. In the event fees are not paid within 15 days after the event, the district has the right to refuse future use of the facilities to the organization.

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

Safety

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

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

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

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

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

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: SC 511

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, and other e-cigarettes, as defined in the law.

18 Pa. C.S.A.
6306.1
20 U.S.C. 7972

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	<p style="text-align: center;">POLICY NO. 707 USE OF SCHOOL FACILITIES</p> <p><u>Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.</u></p> <p>6. <u>Medical marijuana products as prohibited by federal law.</u></p> <p>7. <u>Possession, use or distribution of alcoholic beverages.</u></p> <p>8. <u>Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Superintendent and the organization has a small games of chance license issued by the state.</u></p> <p>9. <u>No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must abide by Board Policy regarding consumption of food on school property.</u></p> <p>The use of intoxicants, tobacco, narcotics, profane language, gambling or any other act or item prohibited under Board policy shall not be permitted on any District property at any time. Certain types of gambling are permitted if an organization has a small games of chance license issued by the state.</p> <p>No refreshments or food may be brought into, consumed, or sold in District buildings, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using District facilities must abide by Board Policy regarding consumption of food on school property.</p> <p><u>Violations</u></p>	<p><u>20 U.S.C. 7973</u> <u>Pol. 904</u></p> <p><u>10 P.S. 328.101 et seq</u> <u>61 PA Code 901.701</u></p> <p><u>Pol. 209.1</u></p>	<p>Formatted: Indent: Left: 0.5", No bullets or numbering</p> <p>Formatted: Font: Times New Roman</p> <p>Formatted: Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p>Formatted: Indent: Left: 0.5", No bullets or numbering</p> <p>Formatted: Font: Times New Roman</p> <p>Formatted: Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p>Formatted: Font: Times New Roman</p> <p>Formatted: Indent: Left: 0.5", Right: 1", No bullets or numbering</p> <p>Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Font: Times New Roman</p> <p>Formatted: Underline</p>
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	<p style="text-align: center;">POLICY NO. 707 USE OF SCHOOL FACILITIES</p> <p><u>The District reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</u></p> <p><u>In the event an individual or group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.</u></p> <p><u>Delegation of Responsibility</u></p> <p><u>The Superintendent shall ensure that this policy is posted on the District's publicly accessible website.</u></p> <p><u>The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.</u></p> <p><u>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</u></p> <p><u>The Superintendent shall designate administrative staff members to:</u></p> <ol style="list-style-type: none"> <u>1. Establish and implement standardized procedures for handling requests for use of district facilities.</u> <u>2. Establish and maintain an equitable set of fees and regulations governing the use of District facilities.</u> <u>3. Refer to the Board of School Directors requests for use not addressed in the general criteria, for review and consideration by the Board.</u> <u>4. Communicate this policy to individuals and groups requesting the use of District facilities, and to administrative personnel charged with its implementation.</u> 	<p><u>SC 511</u></p> <p><u>SC 510.2</u></p>
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**POLICY NO. 707
USE OF SCHOOL FACILITIES**

Revision History: May 19, 2020; August 18, 2005; March 19, 2001

References:

PA School Code – 24 P.S. Sec. 510.2, 511, 775

Title 18 Use of Tobacco Products in Schools – 18 Pa. C.S.A. Sec. 6306.1

Title 20 Strengthening and Improvement of Elementary and Secondary Schools, Environmental Tobacco Smoke – 20 U.S.C. Sec. 7972, 7973

Small Games of Chance Act – 10 P.S. 328.101 et seq

Operations of Games of Chance – 61 PA Code Sec. 901.701

Board Policy – 209.1, 904

Keystone Oaks School District Facilities Usage Application and Agreement

GENERAL INSTRUCTIONS

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

~~Mr. John Lyon, Director of Buildings, Grounds and Transportation~~ Mrs. Maureen Myers,
Confidential Administrative Assistant to the Superintendent
lyon@kosd.org myers@kosd.org
1000 Kelton Avenue
Pittsburgh, PA 15216

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

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

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

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

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

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

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

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

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

any other person, persons, or organization. Violations of this could result in forfeiture of any and all permits.

- If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, alternate(s) may be designated. If neither the individual identified as in charge of the activity, nor the designated alternate(s) can be present, the activity must be canceled.
- Entrances will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the entrance at all times, and permit only authorized individuals to enter the facility.
- The person in charge, or the designated alternate, may not leave the facility until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.

~~10.9.~~ In the event the individual or organization desires to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved. In addition, there shall be no advertisement or advanced notification of any activity prior to the receipt of approval of the use. No advertisement or advance notification within school district buildings, or during the student instructional day within the school district, will be permitted.

~~11.10.~~ No refreshments or food may be brought into, consumed, or sold in school district buildings or upon school district facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using district facilities must abide by Board Policy regarding consumption of food on school property.

~~12.11.~~ Any activity conducted in or on any school facilities shall be in accordance with Pennsylvania law and in conformity with borough ordinances including the Pennsylvania Small Games of Chance Law and Board Policy.

~~13.12.~~ All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the District. The District shall not be responsible for advertising any event. All advertising and promotional materials for your event must clearly state that the event is not sponsored by the ~~Keystone Oaks School~~ District.

~~14.13.~~ Any decorations erected by any individual or organization using the school district's facilities must be erected in a manner that will not be destructive to school property. All decorations shall be removed from the facilities before the time designated on the approved contract.

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

~~15.~~14. Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of school district facilities shall be the sole and exclusive responsibility of the individual or organization using such facilities.

~~16.~~15. Any individual or organization using the stage areas in any of the school district's buildings pursuant to this policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved, nor shall such individual or organization change the counterweight system or switchboard hookup.

~~17.~~16. Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. Under no circumstances, shall the District be responsible for provision of any individuals necessary for implementation of such program, other than the custodian on duty during the time of the use for which approval is sought.

Keystone Oaks School District Facilities Rental Fee Schedule

Facility	Class IV Fees	Class V Fees
Fields (districtwide)	\$40 <u>50</u> .00 per day	\$50 <u>100</u> .00 per day
Auditorium	\$100 <u>150</u> .00 per hour (up to 4 hours) \$400 <u>600</u> .00 per day	\$150 <u>200</u> .00 per hour (up to 4 hours) \$600 <u>800</u> .00 per day
Middle School Cafeteria (no kitchen access)	\$10 <u>20</u> .00 per hour	\$15 <u>30</u> .00 per hour
High School Cafeteria (no kitchen access)	\$25 <u>35</u> .00 per hour	\$30 <u>50</u> .00 per hour
Middle School Cafeteria (kitchen access)	\$35 <u>50</u> .00 per hour (includes 1 food service worker)	\$40 <u>75</u> .00 per hour (includes 1 food service worker)
High School Cafeteria (kitchen access)	\$50 <u>75</u> .00 per hour (includes 1 food service worker)	\$55 <u>100</u> .00 per hour (includes 1 food service worker)
Classrooms (districtwide)	\$5 <u>10</u> .00 per hour	\$10 <u>20</u> .00 per hour
LGI	\$20 <u>30</u> .00 per hour	\$25 <u>50</u> .00 per hour
High School Gymnasium	\$100 <u>150</u> .00 per hour (up to 4 hours) \$400 <u>600</u> .00 per day	\$150 <u>200</u> .00 per hour (up to 4 hours) \$600 <u>800</u> .00 per day
Middle School Gymnasium	\$75 <u>100</u> .00 per hour (up to 4 hours) \$300 <u>400</u> .00 per day	\$100 <u>200</u> .00 per hour (up to 4 hours) \$400 <u>600</u> .00 per day
Elementary School Gymnasiums	\$40 <u>50</u> .00 per hour (up to 4 hours) \$160 <u>200</u> .00 per day	\$50 <u>100</u> .00 per hour (up to 4 hours) \$200 <u>300</u> .00 per day

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

Stadium	\$2,000.00 per event (WPIAL Teams) \$2,200 <u>3,000</u> .00 per event (all others) \$150.00 per month fee (Class III groups)
Track	\$100 <u>200</u> .00 per day \$150.00 per month fee (Class III groups)
High School Swimming Pool	\$70.00 per hour (WPIAL Teams) \$140.00 per month fee (Class III groups) Pool Rental: 1-30 people: \$70 <u>75</u> .00 per hour for RESIDENTS \$95 <u>100</u> .00 per hour for NON-RESIDENTS 31-60 people: \$75 <u>85</u> .00 per hour for RESIDENTS \$100 <u>125</u> .00 per hour for NON-RESIDENTS Pool Passes: Family (2 Adults and up to 3 children) \$60 <u>65</u> .00 RESIDENTS/ \$65 <u>70</u> .00 NON-RESIDENTS Adult (18 and older) \$30 <u>35</u> .00 RESIDENTS/ \$35 <u>40</u> .00 NON-RESIDENTS Child (17 and under) \$45 <u>20</u> .00 RESIDENTS/ \$20 <u>25</u> .00 NON-RESIDENTS Daily \$2.00 RESIDENTS/ \$4.00 NON-RESIDENTS All Classes \$5 <u>10</u> .00/session Red Cross Lifeguard training \$200 <u>250</u> .00

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- 1) Class ~~I, and II, and III~~ groups will not be charged any fees unless an employee, who is not regularly scheduled, must be present to ensure safety and/or the safe operation of certain equipment. The fee for a custodial staff member not regularly scheduled to be present is ~~\$40~~50/hour.
- 2) All Class ~~III, IV, and V~~ facility use applicants are required to make a minimum security deposit of twenty percent (20%) of the rental fee upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

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

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

~~4) Class III organizations are eligible to pay a monthly fee that will enable them unlimited use (pending availability) of the designated facility set forth above. The organizations MUST reserve the designated facility for 3 or more months in order to be eligible to pay the monthly fee. For any use less than 3 months, the organization must pay the hourly/daily rate as set forth above. This fee does not cover custodial staff or extra staff that may be required (per items 1 and 3).~~

~~5)4)~~ ____ If a facility is not listed, it is the District's right to set the applicable rate for that facility.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 815.1

Section OPERATIONS

Title USE OF ARTIFICIAL
INTELLIGENCE IN
EDUCATION

Adopted _____

Last Revised _____

	POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION	
Section 1	<p><u>Purpose</u></p> <p>The District recognizes the potential that Artificial Intelligence (AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, AI can support a dynamic working and learning experience.</p> <p>This policy addresses guidelines for the proper management and responsible use of AI in the District’s educational environment.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs that the use of AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][1</p>	

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p>6][17][18][19][20][21][22][23][24][25][26][27]</p> <p>The availability of access to AI tools and resources by students and staff does not imply endorsement by the District of the AI tool or resource, nor does the District guarantee the accuracy of the information received from AI tools or resources. The District shall not be responsible for any information that may be lost, damaged or unavailable when using a AI tool or resource.</p> <p>The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any AI tool or resource. Nothing in this policy is intended to limit the District’s obligations under applicable law or regulations.</p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access or use of AI tools or resources.</p>	
Section 3	<p><u>Definitions</u></p> <p>AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.</p> <p>Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.</p> <p>Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data.</p> <p>Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the District.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The District shall make every effort to ensure that AI tools and resources are used responsibly by students and staff. The effective integration of AI into education requires a</p>	

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p>collaborative effort between administration, teachers, staff, students and families.</p> <p>The District shall inform staff, students, persons in parental relation and other users about this policy by posting on the District website and by other efficient methods.</p> <p>AI tools and resources used in District schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by a districtwide committee commissioned by the Superintendent which may include administrators, teachers, librarians, and the solicitor. [8][9][10][27][28]</p> <p>The Board directs that only district-authorized AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the District’s list of authorized AI tools and resources prior to implementation in the educational environment. Unauthorized AI tools and resources may not adhere to required data privacy, monitoring and security standards.[3][25][27]</p> <p>The Superintendent or designee shall be responsible for developing procedures to address student safety measures and to determine whether AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.[2][25][29][30][31][32][33]</p> <p>The board directs the Superintendent to provide regular professional development training for administrators, teachers, and staff on the ethical and appropriate use of AI in school. The training should equip educators, administrators, and staff with the knowledge and skills necessary to integrate AI tools into their roles in the District while also addressing data privacy, legal compliance, and ethical considerations.</p> <p>The District solicitor, in coordination with the Director of Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of AI.[34][35]</p>	
Section 5	<u>Guidelines</u>	

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p><u>AI Literacy</u></p> <p><i>Staff</i> –</p> <p>The District shall provide staff with professional development opportunities addressing the effective and safe integration of AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Ethical use of AI. 2. The capabilities and limitations of AI. 3. Critical analysis of content produced by AI. 4. How to monitor and evaluate student inputs into AI systems. 5. The parameters established by the District for integrating AI tools into classroom instructional design. <p>Beyond formal professional development opportunities, the District encourages staff to explore AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.</p> <p><i>Students</i> –</p> <p>The District shall provide training for students, which may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Establishment of expectations regarding the ethical use of AI. 2. The capabilities and limitations of AI. 3. Critical analysis of content produced by AI. 4. How to disclose use and cite AI resources. 5. The importance of not disclosing personally identifiable 	

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p>information when using an open-source AI tool or resource.</p> <p>The board directs that students at all grade levels receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.</p> <p><u>Ethical Considerations</u></p> <p>The District shall prioritize the educational value in the use of AI tools and resources and will take measures to mitigate associated risks. The District shall only authorize AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the District’s prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.[8][9][10][20][25]</p> <p>The District’s technology protection measures shall be enforced during use of AI on district computers and network resources.[25]</p> <p>The District shall provide additional training, when needed, and address accessibility needs to provide equitable access to AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.[8][9][10][11][36]</p> <p>The Superintendent and/or designee shall establish protocols to verify the accuracy and reliability of the output from AI tools prior to the use of such tools for budgeting, payroll, financial or population forecasting, HR analytics, and similar operational tasks. While AI tools may be used to assist in HR processes so long as the protocols above are in place, the board directs that</p>	

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p>final decision-making regarding employee evaluations, promotions, and hiring be human decisions and not solely by AI technology to ensure fairness, equity, and compliance with anti-discrimination laws. The District prohibits the use of AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.[10]</p> <p>Approved AI websites and applications may be used to assist with the grading of student work product, but final decisions on assignment grades shall be determined by teachers and not solely by AI technology. Teachers shall ensure that personally identifiable student records are kept secure when using such grading technology. The District prohibits the use of AI in making final determinations on student assessments and evaluations.[8][9][11][14][37][38]</p> <p><i>CIPA Compliance –</i></p> <p>The Director of Technology shall ensure that the District’s internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both school district owned devices and on the school provided internet.</p> <p><i>FERPA Compliance –</i></p> <p>All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.</p> <p>The District prohibits the use of the personally identifiable information of students while using AI websites, tools, or applications that have not been pre-approved by the Director of Technology or his/her designee. The Director of Technology shall establish a process by which teachers and administrators can request the approval of new AI resources. The vetting process shall include a review of the tool’s privacy policy, data handling practices, and compliance with FERPA. The Director of Technology or designee shall maintain a list of all such approved resources.</p>	

	<p>POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>															
	<p><i>Academic Integrity –</i></p> <p>The Board recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.</p> <p>The use of AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of AI in assignments and assessments.</p> <p>Teachers shall outline use of AI tools and resources in their required lesson plans.[39]</p> <p>Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. An AI resource shall be cited when the system’s generated content is quoted, paraphrased or otherwise used in the student’s work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.[16]</p> <p>The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.</p> <p>It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance:</p> <table><tr><td>0</td><td>No AI Use</td><td>The assignment is completed independently without the assistance of AI.</td><td>No disclosure required.</td></tr><tr><td>1</td><td>AI-Assisted Idea Generation</td><td>AI is used for brainstorming and generating ideas only.</td><td>No disclosure required</td></tr><tr><td>2</td><td>AI-Assisted Editing</td><td>AI is used to edit or refine student work, but</td><td>Student must disclose how</td></tr></table>			0	No AI Use	The assignment is completed independently without the assistance of AI.	No disclosure required.	1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required	2	AI-Assisted Editing	AI is used to edit or refine student work, but	Student must disclose how	
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	POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION				
			not to generate content.	AI was used.	
	3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.	
	4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.	
	<p>Having received such notice from a teacher, any student who violates these standards is subject to discipline including detention, suspension, or expulsion depending on the nature of the violation.</p> <p><i>Copyright –</i></p> <p>Individuals using AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.[4][24]</p> <p><i>AI-Generated Content Verification -</i></p> <p>Individuals using AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.</p> <p><u>Evaluation and Monitoring of AI</u></p> <p>Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of AI tools and resources used within the district and on district computers and network resources, including periodic</p>				

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p>	
	<p>assessments of the impact on student learning.</p> <p>Issues identified during the evaluation and monitoring process shall be reported to the Superintendent or their designee.</p> <p><u>Acceptable Use</u></p> <p>All Students and employees shall comply with the District’s Policy on the Acceptable Use of District Technology when using AI tools on school district technology. Violations of the District’s Acceptable Use Policy may result in disciplinary action against the student or employee.</p> <p>Student use of AI tools while using District technology or engaged in District activities is also governed by the Student Code of Conduct, which is hereby incorporated by reference.</p> <p><u>Consequences for Inappropriate Use</u></p> <p>Failure to comply with this policy or district rules regarding appropriate use of AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.[12][16][21][25][40]</p> <p>Students and staff must immediately report any violations or suspicious activity to the building principal or designee.</p> <p>Users of AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][41]</p> <p>Illegal use of AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[12][16][25][40]</p>	

	POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION	

Policy Guide

Policy No. 113.12Section PROGRAMSTitle DISCIPLINE OF STUDENTS
WITH DISABILITIESAdopted DECEMBER 13, 2016Last Revised APRIL 20, 2021

POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES		
Section 1	<p><u>Purpose</u></p> <p>The District shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.</p> <p>Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.</p>	<p>22 PA Code 14.133 Pol. 113, 113.24</p> <p>22 PA Code 14.133, 14.143 34 CFR See. 300.530 Pol. 218, 233</p>
Section 2	<p><u>Definitions</u></p> <p>Students with disabilities – school-aged children within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p>Suspensions from school – disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.</p>	<p>Pol. 113</p> <p>22 PA Code 12.6 Pol. 233</p>

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>Expulsions from school – disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.</p> <p>Interim alternative educational settings – removal of a student with a disability from the student’s current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.</p> <p>Manifestation of Disability – the behavior is caused by, or directly and substantially related to, the student’s disability.</p> <p><u>Authority</u></p> <p>The Board directs that the District shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA), and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student’s particular misconduct is a manifestation of the student’s disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student’s educational placement to one which is more restrictive than the placement where the misconduct occurred.</p> <p><u>Provision Of Education During Disciplinary Exclusions</u></p> <p>During any period of expulsion, or suspension from school for more than ten (10) consecutive days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and public appropriate education (FAPE), in accordance with law.</p>	<p>22 PA Code 12.6 Pol. 233</p> <p>20 U.S.C. 1415 34 CFR 300.530</p> <p>22 PA Code 14.143 20 U.S.C. 1415 34 CFR 300.530</p> <p>22 PA Code 12.6 20 U.S.C. 1412 34 CFR 300.530</p>
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<p>Section 4</p>	<p align="center">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p>	
	<p><u>Guidelines</u></p> <p><u>Suspension From School</u></p> <p>A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.</p>	<p>22 PA Code 12.6, 14.143, 14.15 20 U.S.C. 1415 34 CFR 300.530, 300.536</p>
	<p><u>Changes In Educational Placement/Manifestation Determinations</u></p> <p>For disciplinary exclusions which constitute a change in educational placement, the District shall first determine whether the student's behavior is a manifestation of the student's disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.</p> <p>A student with a disability whose behavior is not a manifestation of the student's disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities.</p>	<p>22 PA Code 14.143 34 CFR 300.530</p> <p>22 PA Code 14.143 34 CFR 300.530 Pol. 218, 233</p>
	<p><u>Appeals From Disciplinary Actions/Request For Hearing By District For Students Who Are A Danger To Themselves Or Others</u></p> <p>A due process hearing may be requested by a person in parental relation of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the District if the District believes that the current placement is substantially likely to result in injury to the student or others. On person in parental relation appeal, or when the District requests a due process hearing, the hearing officer may return the student to the placement from which the student was removed or order the student's removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the student's current</p>	<p>20 U.S.C. 1415 34 CFR 300.532</p>

	<p style="text-align: center;">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>placement is substantially likely to result in an injury to the student or others.</p> <p>Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the District and the person in parental relation agree otherwise.</p> <p><u>Students Not Identified As Disabled/Pending Evaluation</u></p> <p>Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.</p> <p><u>Administrative Removal To Interim Alternative Educational Setting For Certain Infractions</u></p> <p>School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:</p> <ol style="list-style-type: none"> 1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length. 2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the District. 	<p>20 U.S.C. 1415 34 CFR 300.533</p> <p>20 U.S.C. 1415 34 CFR 300.534</p> <p>20 U.S.C. 1415 34 CFR 300.530</p> <p>18 U.S.C. 930 20 U.S.C. 1415 34 CFR 300.530 Pol. 218.1250</p> <p>20 U.S.C. 1415 21 U.S.C. Sec. 812 34 CFR 300.530 Pol. 227</p>
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	<p style="text-align: center;">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.</p> <p><u>Referral To Law Enforcement and Reporting Requirements</u></p> <p>For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Codeunder the Safe Schools Act.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan.</p> <p>For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the District shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.</p>	<p>18 U.S.C. 1365 20 U.S.C. 1415 34 CFR 300.530</p> <p>SC 1319-B03-A 22 PA Code 10.2 35 P.S. 780-102</p> <p>SC 1319-B02.1-A, SC 1306.2-B 22 PA Code 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133 20 U.S.C. 1415 34 CFR 300.535 Pol. 103.1, 113, 113.24, 113.3, 218, 218.1, 218.2, 227, 250, 251, 823, 805.1</p> <p>22 PA Code 10.23, 14.133 Pol. 113.24, 113.3</p>
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	<p style="text-align: center;">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>When reporting an incident committed by a student with a disability to the appropriate authorities, the District shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The District shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student’s special education and disciplinary records.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report to the PA Department of EducationOffice for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p> <p>Previously Revised: April 20, 2021</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510,1306.2-B02.1-A, 1319-B1303-A</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.6, 14.104, 14.133, 14.143</p> <p>Crimes Code, Possession of Firearms and Dangerous Weapons – 18 U.S.C. Sec. 930</p> <p>Crimes Code, Definition, Serious Bodily Injury – 18 U.S.C. Sec. 1365</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1412, 1415</p> <p>Controlled Substances Act – 21 U.S.C. Sec. 812</p>	<p>22 PA Code 10.2, 10.21, 10.22, 10.23 20 U.S.C. 1232g, 1415 34 CFR 300.535 34 CFR Part 99 Pol. 113.4, 216, 805.1</p> <p>SC 1319-B, 1306.2-B03-A Pol. 805.1</p>
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	<p style="text-align: center;">POLICY NO. 113.12 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.530, 300.532, 300.533, 300.534, 300.535, 300.536</p> <p>Family Educational Rights and Privacy – 34 CFR Part 99, 20 U.S.C. Sec. 1232g</p> <p>Board Policy – 103.1, 113, 113.21, 113.3, 113.4, 216, 218, 218.1, 218.2, 227, 233, 250, 251, 805.1, 823</p>	
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 113.21

Section PROGRAMS

Title POSITIVE BEHAVIOR
SUPPORT

Adopted NOVEMBER 16, 1998

Last Revised APRIL 20, 2021

POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT		
Section 1	<p><u>Purpose</u></p> <p>Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning or the learning of others. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.</p>	22 PA Code 14.133, 14.145 20 U.S.C. 1414 34 CFR 300.114, 300.324
Section 2	<p><u>Authority</u></p> <p>The Board directs that the District's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based</p>	22 PA Code 14.133 20 U.S.C. 1414, 1415 34 CFR 300.324, 300.34, 300.530 Pol. 113, 113.12, 113.3

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p> <p>techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.</p> <p><u>Definitions</u></p> <p>The following terms shall have these meanings, unless the context clearly indicates otherwise:</p> <p>Aversive Techniques – Deliberate activities designed to establish a negative association with a specific behavior.</p> <p>Behavior Support – The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.</p> <p>Functional Behavior Assessment (FBA) – A student-centered team process used in instances when behavior negatively impacts a student's learning or that of the student's peers. FBA is an evidence-based process for gathering information to understand the function (purpose) of behavior in order to write an effective positive behavior support plan.</p> <p>A FBA must be conducted and behavioral interventions implemented when: The IEP team (1) determines that a student's behavior is interfering with the student's learning or the learning of others, and (2) requires additional information to provide appropriate educational programming.</p> <p>Positive Behavior Support Plan or Behavior Intervention Plan – A plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavior assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.</p> <p>Positive techniques – Methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.</p>	<p>22 PA Code Sec. 14.133</p>
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<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p> <p>Restraints – Application of physical force, with or without the use of any device, designed to restrain free movement of a student’s body, excluding the following:</p> <ol style="list-style-type: none"> 1. Briefly holding a student, without force, to calm or comfort the student. 2. Guiding a student to an appropriate activity. 3. Holding a student’s hand to escort the student safely from one area to another. 4. Hand-over-hand assistance with feeding or task completion. 5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student’s person(s) in parental relation and specified in the IEP. 6. Mechanical restraints, governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices. <p>Seclusion – Confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.</p> <p>Students with disabilities – School-aged children within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.</p>	<p>Pol. 113</p>
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Section 5	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p>	
	<p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>	
	<p>The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.</p>	22 PA Code 14.133
	<p>The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the District by entities educating students with disabilities who attend programs or classes outside the District, including private schools, agencies, intermediate units and career and technical schools.</p>	22 PA Code 14.133
	<p><u>Guidelines</u></p>	
	<p>Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.</p> <p>When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.</p>	22 PA Code 14.133 34 CFR 300.324
	<p><u>Physical Restraints</u></p> <p>Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.</p> <p>The Superintendent or designee shall notify the person in parental relation as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the person in parental relation, after written</p>	22 PA Code 14.133 22 PA Code 14.133

	<p style="text-align: center;">POLICY NO. 113.24 POSITIVE BEHAVIOR SUPPORT</p> <p>notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.</p> <p>The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or to be employed as punishment. Restraints may be included in an IEP with person in parental relation consent-only if:</p> <ol style="list-style-type: none"> 1. The restraint is used with specific component elements of a Positive Behavior Support Plan. 2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors. 3. Staff are authorized to use the restraint and have received appropriate training. 4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints. <p><u>Mechanical Restraints</u></p> <p>Mechanical restraints, which are used to control involuntary movement or lack of muscular control of a student when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's person(s) in parental relation.</p> <p>Mechanical restraints shall prevent a student from injuring the student or others, or promote normative body positioning and physical functioning.</p> <p><u>Seclusion</u></p> <p>The District permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of</p>	<p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p>
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	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p> <p>students in seclusion, which need not always involve presence of staff within the same room.</p> <p>The District prohibits the seclusion of student in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.</p> <p><u>Aversive Techniques</u></p> <p>The following aversive techniques for addressing behavior are considered inappropriate and shall not be used in educational programs:</p> <ol style="list-style-type: none"> 1. Corporal punishment. 2. Punishment for behaviors caused by or directly and substantially related to a student's disability. 3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit. 4. Noxious substances. 5. Deprivation of basic human rights, such as withholding meals, water or fresh air. 6. Suspensions constituting a pattern as defined in state regulations. 7. Treatment of a demeaning nature. 8. Electric shock. 9. Methods implemented by untrained personnel. 10. Prone restraints, which are restraints by which a student is held face down on the floor. <p><u>Reporting and Monitoring</u></p> <p>The Superintendent or designee shall maintain and report data on the use of restraints in a manner prescribed by the Secretary of Education of the Commonwealth of Pennsylvania. Such</p>	<p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p> <p>22 PA Code 14.143</p> <p>22 PA Code 14.133</p>
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	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p> <p>report shall be readily available for review during cyclical compliance monitoring conducted by the Pennsylvania Department of Education. Procedures shall be established requiring reports be made to the District by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.</p> <p><u>Referral to Law Enforcement</u></p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the law enforcement agencylocal police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the District's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.</p> <p>For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the District shall convene the student's IEP team and an updated functional behavior assessment and Positive Behavior Support Plan shall be required.</p> <p>If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the District, the Superintendent or designee shall ensure that the school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan.</p> <p>For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the District shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be</p>	<p>SC 1306.2-B, 1319-B2.1-A 22 PA Code 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133 34 CFR 330.535 20 U.S.C. 1415 Pol. 103.1, 113, 113.12, 218, 218.1, 218.2, 227, 250, 251, 805.1, 823</p> <p>22 PA Code 10.23, 14.133, Pol. 113.3</p> <p>22 PA Code 14.133</p> <p>22 PA Code 10.23, 14.133</p>
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	<p style="text-align: center;">POLICY NO. 113.21 POSITIVE BEHAVIOR SUPPORT</p> <p>developed to address the student’s behavior, in accordance with law, regulations and Board policy.</p> <p><u>Relations With Law Enforcement</u></p> <p>The District shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agencylocal police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the District.</p> <p>The District shall invite representatives of each law enforcement agencylocal police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the District’s Special Education Plan and positive behavior support program.</p> <p>Previously Revised: April 20, 2021; December 13, 2016; February 17, 2011</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133, 14.143, 14.145</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1414, 1415</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.114, 300.324, 300.34, 300.530, 300.535</p> <p>Board Policy – 103.1, 113, 113.12, 113.3, 218, 218.1, 218.2, 227, 250, 251, 805.1, 823</p>	<p>22 PA Code 10.23, 14.104 Pol. 113, 805.1</p> <p>22 PA Code 10.23, 14.104, 14.133 Pol. 113, 805.1</p>
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Policy Guide

Policy No. 214Section PUPILSTitle CLASS RANK /
GRADUATION HONORSAdopted AUGUST 21, 1989Last Revised JANUARY 17, 2023

POLICY NO. 214 CLASS RANK/GRADUATION HONORS		
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the usefulness for a system of computing quality point averages for secondary school students to inform students, persons in parental relation arents/guardians and others of their relative academic placement.</p>	
Section 2	<p><u>Authority</u></p> <p>Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.</p>	
Section 3	<p><u>Guidelines</u></p> <p>Quality points shall be awarded for each course according to Board Policy 127 – Assessment System based on the student’s final grade, the academic level, and the number of credits of the course.</p> <p>Students shall be categorized according to the following:</p> <p>Honors 3.50-3.74 High Honors 3.75+ Distinguished Graduate 4.01+ other criteria</p>	

	<p style="text-align: center;">POLICY NO. 214 CLASS RANK/GRADUATION HONORS</p> <p><u>Distinguished Graduate</u></p> <p>Additional criteria to be a Distinguished Graduate include:</p> <ol style="list-style-type: none"> 1. One-hundred (100) or more hours of community service, according to District community service guidelines. 2. -and-Aa leadership position within the school or community. 3. Pass the keystone exams in Algebra I, Biology, and Literature (Only applies to the Senior Class of 2029 and beyond). <p>Distinguished Graduate(s) will be selected through a committee to speak at Commencement, along with the class president.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop procedures for the computation of quality point averages to implement this policy and procedures for selection of a Distinguished Graduate(s) to speak at Commencement.</p> <p>Revision History: January 17, 2023; April 21, 2020; August 20, 2019; March 26, 2015; June 28, 1999</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.24</p>	22 PA Code 4.24

Policy Guide

Policy No. 247Section PUPILSTitle HAZINGAdopted AUGUST 15, 2017Last Revised JUNE 21, 2022

POLICY NO. 247 HAZING		
Section 1	<p><u>Purpose</u></p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.</p>	
Section 2	<p><u>Definitions</u></p> <p>Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating, or for the purpose of continuing membership or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <ol style="list-style-type: none"> 1. Violate federal or state criminal law. 2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. 3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements. 4. Endure brutality of a mental nature including activity adversely affecting mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or that could result in extreme embarrassment. 5. Endure brutality of sexual nature. 	18 Pa. C.S.A. 2802

	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.</p> <p>7. Any willful destruction or removal of public or private property.</p> <p>Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:</p> <p>1. The person acts with reckless indifference to the health and safety of the student; or</p> <p>2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.</p> <p>Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.</p> <p>Any activity, as described above, shall be deemed a violation of this policy regardless of whether:</p> <p>1. The consent of the student was sought or obtained, or</p> <p>2. The conduct was sanctioned or approved by the school or organization.</p> <p>Student activity or organization means any activity, society, corps, team, club or service, social or similar group operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.</p> <p>For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.</p> <p>For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.</p>	<p>18 Pa. C.S.A. 2803</p> <p>18 Pa. C.S.A. 2804, 2808</p> <p>18 Pa. C.S.A. 2806</p> <p>18 Pa. C.S.A. 2801 SC 511</p> <p>18 Pa. C.S.A. 2301</p> <p>18 Pa. C.S.A. 2301</p>
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	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>Section 3 <u>Authority</u></p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to any staff member.</p> <p>Title IX Sexual Harassment and Other <u>Discrimination/Harassment</u></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged hazing.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>Students, person(s) in parental relation, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.</p> <p>When a student's behavior indicates a threat to the safety of the</p>	<p>18 Pa. C.S.A. 2806, 2808 SC 511 Pol. 122, 123</p> <p>Pol. 103, 103.1</p> <p>SC 1302-E</p>
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Section 5	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy 236.1.</p> <p><u>Guidelines</u></p> <p>In addition to posting this policy on the District’s website, the District shall inform students, person(s) in parental relation, sponsors, volunteers and district employees of the District’s policy prohibiting hazing, including District rules, penalties for violations of the policy, and the program established by the District for enforcement of the policy by means including publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. These individuals must acknowledge that they have read and understood this policy.</p> <p><u>Complaint Procedure</u></p> <p>When a student who believes that they have been subject to hazing or is aware of a hazing incident, to promptly report the incident to any staff member. Staff members shall report such incidents to their immediate supervisor.</p> <p>Students are encouraged to use the District’s report form (103-AR-1), available from the building principal or on the District’s website, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p>	<p>Pol. 236.1</p> <p>18 Pa. C.S.A. 2808</p> <p>SC 511</p>

	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p> <p><u>Interim Measures/Law EnforcementPolice</u></p> <p>Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.</p> <p>Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to law enforcementthe police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to law enforcementthe police at every stage of the proceeding. The decision to report a matter to law enforcementthe police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.</p> <p><i>Referral to Law Enforcement and School Safety and Security IncidentSafe Schools ReportingRequirements –</i></p> <p>For purposes of reporting hazing incidents to law enforcement in accordance with school safety and security Safe Schools Act</p>	
		18 Pa. C.S.A. 2810
		SC 1319-B03-A 22 PA Code 10.2

	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code under the Safe Schools Act.</p> <p>The Superintendent or designee shall immediately report required incidents and discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the person in parental relation of any student directly involved in an defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether or not the law enforcement agency local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education Office for Safe Schools on the required form.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.</p> <p><u>Retaliation</u></p>	<p>35 P.S. 780-102</p> <p>22 PA Code 10.2, 10.21, 10.22 SC 1306.2-B, 1319-B02.1-A, 1303-A Pol. 805.1</p> <p>22 PA Code 10.2, 10.25 Pol. 805.1</p> <p>24 P.S. 1306.2-B, 1319-B1303-A Pol. 805.1</p>
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	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.</p> <p><u>Consequences for Violations</u></p> <p><i>Safe Harbor –</i></p> <p>An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.</p> <p><i>Students –</i></p> <p>If the investigation results in a substantiated finding of hazing, or an attempt to circumvent or impede an investigation the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.</p> <p>Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.</p> <p><i>Nonstudent Violators/Organizational Hazing -</i></p> <p>If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.</p>	<p>18 Pa. C.S.A. 2810</p> <p>18 Pa. C.S.A. 2808, 2810 SC 511 Pol. 218, 233</p> <p>Pol. 817</p>
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	<p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.</p> <p><i>Criminal Prosecution –</i></p> <p>Any person or organization that causes or participates in hazing and/or is knowledgeable of a hazing event and fails to report may also be subject to criminal prosecution.</p> <p>Previously Revised: June 21, 2022; October 20, 2020</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1302.1-A, 1302-E, 1303-A 1306.2-B, 1319-B</p> <p>State Board of Education Regulations – 22 Pa Code Sec. 10.2, 10.21, 10.22, 10.25</p> <p>PA Crimes and Offenses – 18 Pa. C.S.A. Sec. 2301, 2801, 2802, 2803, 2804, 2806, 2808, 2810</p> <p>Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. 780-102</p> <p>Board Policy – 103, 103.1, 122, 123, 218, 233, 236.1, 805.1, 817</p>	18 Pa. C.S.A. 2808
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Policy Guide

Policy No. 256Section PUPILSTitle BULLYING/CYBERBULLYINGAdopted NOVEMBER 15, 2007Revised JUNE 21, 2022

POLICY NO. 256 BULLYING/CYBERBULLYING		
Section 1	<p><u>Purpose</u></p> <p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p>	
Section 2	<p><u>Definitions</u></p> <p>Bullying means an intentional electronic, written, verbal, or physical act, or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantially interfering with a student's education. 2. Substantially disrupting the orderly operation of the school. 3. Creating a threatening environment. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>School setting means in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school and/or District. This shall also include hours in which a student would be considered "present" during</p>	<p>SC 1303.1-A</p> <p>SC 1303.1</p>

	<p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> <p><u>Delegation of Responsibility</u></p> <p>Every student and employee shall be responsible to respect the rights of others and to ensure an atmosphere free of bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy. In addition, the Administration will develop procedures for training all employees, including chaperones and sponsors on the Policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years at a minimum and recommend necessary revisions to the Board.</p>	
Section 4		<p>SC 1303.1-A</p> <p>SC 1303.1-A</p>

	<p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>District administration shall annually provide the following information with the school safety and security incident reportSafe School Report:</p> <ol style="list-style-type: none">1. Board’s Bullying Policy2. Report of bullying incidents3. Information on the development and implementation of any bullying prevention, intervention or education programs. <p>The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board with appropriate recommendations.</p> <p>The Administration is directed to continue to assess, and to make recommendations to the Board, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.</p>	<p>SC 1303.1-A Pol. 805.1</p>
Section 5	<p><u>Guidelines</u></p> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.</p> <p><u>Education</u></p> <p>The District shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences for Violations</u></p>	<p>SC 1303.1-A 22 PA Code 12.3 Pol. 218</p> <p>SC 1303.1-A</p> <p>SC 1302-A, 1303.1-A 20 U.S.C. 7118</p>

	<p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school. 2. Parental/person in parental relation conference. 3. Loss of school privileges. 4. Transfer to another school building, classroom or school bus. 5. Exclusion from school-sponsored activities. 6. Detention. 7. Suspension. 8. Expulsion. 9. Counseling/Therapy outside of school. 10. Referral to law enforcement official. <p>Previously Revised: June 21, 2022; November 17, 2020; November 20, 2018; December 15, 2015; December 6, 2012</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301.1, 1302-A 1302-E, 1303.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Activities to Support Safe and Healthy Students – 20 U.S.C. Sec. 7118</p> <p>Board Policy – 103, 103.1, 218, 233, 236.1, 805.1</p>	<p>SC 1301.1-A Pol. 218, 233</p>
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