

Policy Attachments
October 21, 2019





Book	Policy Manual
Section	200 Pupils
Title	Copy of Elementary School Students Uniform Dress Code
Code	221.2
Status	
Adopted	April 27, 2009
Last Revised	October 28, 2013

Purpose

The majority of parents/guardians and staff surveyed wish to propose to the William Penn School District Board of Directors a mandatory school uniform dress code policy to adopt for all students in grades kindergarten through six.

Parents/Guardians and staff firmly believe young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students.

Many parents/guardians, teachers, and school officials have come to see school uniforms as one (1) positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety.

It has been observed that the adoption of a mandatory school uniform dress code policy can promote school safety, improve discipline, and enhance the learning environment.

Authority

The William Penn School District Board of Directors does hereby formally propose this policy requiring all elementary school students in grades kindergarten through six to follow the prescribed school uniform dress code, beginning in the 2009-2010 school year. Furthermore, it is not the intention of the School Board or other groups to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve. [\[1\]](#)
[\[2\]](#)

The Board of Directors believes:

1. Uniforms create security through identification, enabling school officials to recognize intruders.
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will eliminate peer pressure dealing with student attire.
4. Uniforms promote a statement of identity.

5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. Uniforms assist families with the economic burden of clothing school age children since uniforms are less costly than most clothing.

Guidelines

The actual school uniform for students in grades kindergarten through six, commencing with the ~~first day of classes of the 2009-2010 school year~~, revision date of this policy shall be as follows.

Male Students

Solid colored ~~navy blue or tan~~ uniform or dress slacks or shorts of the appropriate size for the student. Shorts should be at the knee or no more than one (1) inch (approximately) above the knees. No baggy or cargo-type pants will be permitted.

Solid colored ~~dark or light blue~~ or white shirt with collar, either short or long sleeved. In cold weather, a ~~solid colored~~ pullover, vest, or cardigan sweater may also be worn. ~~No logos on shirts.~~ No sweatshirts, fleece, or hoodies will be permitted. ~~Each elementary school may choose **one (1)** additional optional color for the purpose of promoting school spirit and unity. This optional color shirt will be acceptable but not required attire.~~

Enclosed shoes, boots, or sneakers will be permitted. Socks must be worn. All laces must be tied.

Female Students

Solid colored ~~navy blue or tan~~ uniform pants, jumper, shorts, skort, or skirt of the appropriate size for the student. Skirts, shorts, skorts, and jumpers should not be more than one (1) inch (approximately) above the knees. No baggy or cargo-type pants will be permitted.

Solid colored ~~dark or light blue~~ or white shirt, or blouse, either long or short sleeved. In cold weather, a ~~solid~~ button-down sweater, pullover sweater, vest, or a cardigan sweater may also be worn. ~~No logos on shirts or tops.~~ No sweatshirts, fleece, or hoodies will be permitted. ~~Each elementary school may choose **one (1)** additional optional color for the purpose of promoting school spirit and unity. This optional color shirt will be acceptable but not required attire.~~

Enclosed shoes, flat boots, or sneakers will be permitted. Students must wear solid colored socks, tights, or stockings. All laces must be tied.

- Legal
1. 24 P.S. 1317.3
 2. 22 PA Code 12.11
- Pol. 221



Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333 Vol IV 2019
Status	First Reading

Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities. [\[1\]](#) [\[2\]](#)[\[3\]](#)

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made

in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.

when preapproved by the Superintendent.

for actual cost charged **to** the employee for preapproved courses of study.

All eligible employees shall submit annually ~~by~~ a record and description of the attainment of approved credits to the

Superintendent.

building principal.

Personnel Director.

Business Manager.

{ } Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. [4][5]

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [6][7][8]

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. [9][10]

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate. [9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members. [2][11]

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, **including training on subjects required by law, regulations and Board policy**; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [2][6][8][11]

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education. [2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. [3]

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan. [3]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law. [\[2\]](#)[\[12\]](#)[\[13\]](#)

The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to: [\[12\]](#)[\[13\]](#)

- 1. Recognition of the signs of trauma in students.**
- 2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.**
- 3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.**
- 4. The district's policies regarding trauma-informed approaches.** [\[14\]](#)
- 5. The district's policies regarding connecting students with appropriate services.** [\[15\]](#)[\[16\]](#)[\[17\]](#)

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches. [\[13\]](#)[\[18\]](#)

NOTES:

Attendance at seminars belongs in 331.

Induction Plans - 22 PA Code Sec. 49.16 states that induction plans are required for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, and educational specialists; school entities may require teachers new to the school entity to participate in the induction program also. PSBA language is written as a best practice, but the school entity may revise this language based on their practices for newly hired teachers.

Language on making the professional education and induction plans available at "the nearest public library" is included in the official sign-off sheet for PDE's comprehensive planning tool. Chapter 4 Regulations only require the plans to be made available for public inspection and comment, generally.

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Legal

1. 24 P.S. 517
2. 24 P.S. 1205.1
3. 24 P.S. 1205.2
4. 24 P.S. 1144
5. 24 P.S. 1151
6. 22 PA Code 4.13
7. 22 PA Code 49.16
8. Pol. 100
9. 24 P.S. 1205.5
10. 24 P.S. 1217
11. 22 PA Code 49.17
12. 24 P.S. 102
13. 24 P.S. 1205.7
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236
18. 20 U.S.C. 7801
- 24 P.S. 1205.6
- 24 P.S. 1311-B
- Pol. 806



Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705 Vol IV 2019
Status	First Reading

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that **prioritizes the safety of** students, staff and visitors.

Authority

The Board directs **the district to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, including the provision of protective devices where needed for safety purposes.**

Delegation of Responsibility

The Superintendent or designee shall **annually** review and evaluate district safety rules and plans. **[1]**

Administrators shall **ensure that** all staff and students **are informed** of safety rules at the beginning of the school year.

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools. **[2][3][4][5]**

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.

3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

NOTES:

Delete Certified Workplace Safety Committee section if the school entity does not have a safety committee because it self-insures or pools its liabilities. If not sure, leave it in for school entity to consider and delete if necessary.

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- | | |
|-------|-------------------------------|
| Legal | 1. Pol. 805 |
| | 2. 24 P.S. 223 |
| | 3. 34 PA Code 129.1001 et seq |
| | 4. 72 P.S. 1722-J |
| | 5. 77 P.S. 1038.2 |
| | 24 P.S. 510 |
| | 24 P.S. 1517 |
| | 24 P.S. 1518 |



Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709 Vol IV 2019
Status	From PSBA

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Building security shall be **coordinated** by the **School Safety and Security Coordinator**, with the cooperation of **district administrators**, building principals **and district staff**.**[1][2]**

The Superintendent or designee shall **develop administrative regulations designating** who **may be** authorized **to** access district building(s), **the designated level of access** and who may have after-hours access to district facilities.

Guidelines

After the start of the school day, access to **school** buildings shall be limited to one (1) entrance **that is monitored and capable of controlling visitor entry**. All other entrances shall be locked, **and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings**.**[3]**

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Legal	1. Pol. 805
	2. Pol. 805.2
	3. Pol. 907
	24 P.S. 510
	Pol. 705



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol IV 2019
Status	First Reading

Purpose

The Board recognizes its responsibility **for the safety of students, staff, visitors and facilities**. Therefore, the Board shall provide facilities, equipment and training necessary to **protect against** hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, **intruders**, terrorism, communicable diseases and pandemics. Advance planning, **training, practice** and comprehensive implementation are key components in **protecting** the **safety and security** of the school community.[1]

Authority

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by **PEMA** and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, **and local law enforcement agencies**.[4]

The Board **requires** that emergency **preparedness, emergency** evacuation **and school security** drills **be** conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.
[5]

School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, **students**, staff, community agencies, **local law enforcement agencies** and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation **or sheltering** of students and to alert the entire school community when necessary.

Annually, **on or before** April 10, the Superintendent shall certify that **emergency** evacuation drills **and school security drills** have been conducted in the manner prescribed by law.[\[5\]](#)

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[\[4\]](#)[\[8\]](#)[\[9\]](#)

{X} The Board directs the

{ } Superintendent or designee

{X} School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[\[7\]](#)[\[10\]](#)

Guidelines

Emergency Planning

The emergency preparedness plan shall be **accessible** in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be **made accessible** to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. **The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.**[\[2\]](#)[\[3\]](#)[\[11\]](#)

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, **staff**, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[\[2\]](#)[\[3\]](#)
[\[4\]](#)

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[\[3\]](#)

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be **made available** to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. **The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.**[\[3\]](#)[\[12\]](#)

State officials may also direct schools to close in order to mitigate the spread of infection or illness **in designated emergencies.**[\[13\]](#)

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, **in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities** may include:[\[14\]](#)[\[15\]](#)

1. {X} Web-based instruction.
2. { } Mailed lessons and assignments.
3. { } Instruction via local television or radio stations.
4. { } **Other:** _____.

The continuity of core operations such as payroll and ongoing communication with **staff**, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[\[5\]](#)[\[6\]](#)

Effective infection control and prevention **education and** procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[\[16\]](#)[\[17\]](#)

The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:[\[18\]](#)[\[19\]](#)[\[20\]](#)

1. **Situational awareness.**
2. **Trauma-informed approaches.**[\[20\]](#)
3. **Behavioral health awareness.**
4. **Suicide and bullying awareness.**[\[21\]](#)[\[22\]](#)
5. **Substance use awareness.**[\[23\]](#)[\[24\]](#)
6. **Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.**[\[25\]](#)
7. **Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.**

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[\[19\]](#)

Required Drills

Emergency Preparedness Drill -

The Board directs district schools **to** conduct a disaster response or emergency preparedness plan drill **at least annually, in accordance with the provisions of law.**[\[3\]](#)

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, **in accordance with the provisions of law.**[\[5\]](#)[\[6\]](#)

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee[\[5\]](#)

{X} may

{ } shall

conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.

The Superintendent or designee shall:[\[5\]](#)

1. **Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.**
2. **Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.**
3. **Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.**

Bus Evacuation Drills -

Bus evacuation **and safety** drills shall be conducted twice a year, in accordance with **the provisions of law.**[\[5\]](#)[\[26\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.[\[27\]](#)

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

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Legal

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 24 P.S. 1303-A
9. 22 PA Code 10.11
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 1501
15. 24 P.S. 1506
16. Pol. 203
17. Pol. 203.1
18. 24 P.S. 102
19. 24 P.S. 1310-B
20. Pol. 333
21. Pol. 249
22. Pol. 819
23. Pol. 227
24. Pol. 351
25. Pol. 805
26. 75 Pa. C.S.A. 4552
27. 24 P.S. 1303-D
- 24 P.S. 1205.7
- 20 U.S.C. 7112
- 20 U.S.C. 7118
- 20 U.S.C. 7801
- Pol. 146
- Pol. 236
- Pol. 709
- Pol. 810
- Pol. 909

Safe2SayProcedures.doc (235 KB)



Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1 Vol IV 2019
Status	First Reading

Purpose

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.

Authority

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and local police departments in **maintaining school safety and security; responding to school safety and security reports; and** reporting and resolution of incidents that occur on school property, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations. [\[2\]](#)[\[5\]](#)

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; 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 by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act. [\[2\]](#)[\[6\]](#)[\[7\]](#)

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal, and be filed with the Office for Safe Schools. [\[2\]](#)[\[5\]](#)

In developing and updating the memorandum of understanding, the district shall consult and consider the State Board of Education model memorandum of understanding. If the district's memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education model memorandum of understanding, the Superintendent shall provide a

written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.[\[2\]](#)[\[5\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.[\[2\]](#)

Students With Disabilities

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 local 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.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district shall invite representatives of each local 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.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

{X} Training

{X} The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Referral to Law Enforcement

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, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)

Safe Schools Report

Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.[\[2\]](#)

Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:

1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data.

2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department shall notify the Superintendent, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

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Legal

1. 22 PA Code 10.1
2. 24 P.S. 1303-A
3. Pol. 805
4. Pol. 805.2
5. 22 PA Code 10.11
6. 22 PA Code 10.2
7. 35 P.S. 780-102
8. Pol. 218
9. Pol. 218.1
10. Pol. 218.2
11. Pol. 222
12. Pol. 227
13. 22 PA Code 10.23
14. 22 PA Code 14.104
15. Pol. 113
16. Pol. 113.2
17. 22 PA Code 14.133
18. Pol. 113.4
19. Pol. 216
20. Pol. 333
21. Pol. 806
22. Pol. 819
23. Pol. 824
24. 22 PA Code 10.21
25. 22 PA Code 10.22
26. 24 P.S. 1302.1-A
27. Pol. 103.1
28. Pol. 113.1
29. Pol. 323
30. Pol. 351
31. Pol. 904
- 22 PA Code 10.24
- Pol. 909



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol IV 2019
Status	First Reading

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[1\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[1\]](#)

Third-party vendor - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[\[2\]](#)

1. Oversee all

{ } school police officers

{ } School Resource Officers (SROs)

{X} school security guards.

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.

3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[3][4][5][6][7][8][9]
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[8][10]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][11]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. {X} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[8]
2. {X} Information on required school safety and security training and resources provided to students and staff.
3. {X} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
4. { } Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[12]
5. { } Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
6. { } Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[13]
7. { } Updates to laws, regulations and/or Board policies related to school safety and security.
8. {X} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
9. {X} Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

Guidelines

{ } School Police Officers

The district shall

{ } employ

{ } contract for

one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law. [\[1\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

School police officer - [\[1\]](#)[\[15\]](#)[\[16\]](#)

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[\[18\]](#)

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:[\[19\]](#)

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

School police officers shall take and subscribe to the Oath of Office required by law.[\[20\]](#)

{ } The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[\[14\]](#)[\[21\]](#)

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

School police officers shall possess and exercise the following duties:[\[26\]](#)

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[\[27\]](#)

{ } School Resource Officers (SROs)

The district shall establish an agreement with _____, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[\[1\]](#)
[\[28\]](#)

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[\[1\]](#)

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[\[29\]](#)

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

SROs shall successfully complete required training, in accordance with law.[\[29\]](#)

~~{X}~~ School Security Guards

The district shall

~~{X}~~ employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[17\]](#)[\[18\]](#)[\[30\]](#)

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations or detain individuals in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.[\[1\]](#)[\[16\]](#)[\[18\]](#)[\[30\]](#)

School security guards shall provide the following services, as directed by the district:[\[30\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[\[31\]](#)

5. Coordination with law enforcement officials,

{ } including school police officers.

{ } including SROs.

6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[\[30\]](#)

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[\[30\]](#)

{ } Other Agreements

{ } The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[28\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)

{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[\[28\]](#)[\[29\]](#)[\[34\]](#)

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Legal

1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. 24 P.S. 1305-B
11. Pol. 006
12. Pol. 235.1
13. Pol. 805.1
14. 24 P.S. 1302-C
15. 24 P.S. 1310-C
16. 24 P.S. 1311-C
17. Pol. 304
18. Pol. 818
19. 24 P.S. 1303-C
20. 24 P.S. 1304-C
21. 24 P.S. 1305-C
22. 22 PA Code 10.23
23. 22 PA Code 14.104
24. 22 PA Code 14.133
25. Pol. 113.2
26. 24 P.S. 1306-C
27. 24 P.S. 1307-C
28. Pol. 909
29. 24 P.S. 1313-C
30. 24 P.S. 1314-C
31. Pol. 907
32. 24 P.S. 1309-C
33. 42 Pa. C.S.A. 8953
34. 53 Pa. C.S.A. 2303
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709