

GREENSBURG SALEM SCHOOL DISTRICT

**Board Discussion Meeting
June 16, 2021
PUBLIC SESSION AGENDA**

FINANCE

1. Request approval to adopt the following taxes:
 - Per Capita Tax according to section 679
 - Per Capita Tax according to Act 511
 - Earned Income Tax according to Act 511
 - Real Estate Transfer Tax
2. Request approval to acknowledge and/or appoint the following tax officials:
 - Rebecca Maruca, Marianne Bolling and Corry Sheffler as Act 511 and Act 679 tax collectors for residents of Salem Township, South Greensburg Borough and Southwest Greensburg Borough respectively;
 - Rebecca Maruca, Marianne Bolling and Corry Sheffler as tax collectors for per capita tax for residents of Salem Township, South Greensburg Borough and Southwest Greensburg Borough respectively;
 - Keystone Municipal Collections as Act 511 and Act 679 tax collector for the residents of the City of Greensburg; and
 - Keystone Municipal Collections as tax collector for delinquent earned income tax (prior to January 1, 2012) and per capita tax for residents of the City of Greensburg
3. Request approval to pay all bills up to and including July 31, 2021
4. Request approval of the Resolution to set the real estate millage at 89.72 mils for the 2021-2022 school year as contained herein
5. Request approval of the Greensburg Salem School District's 2021-2022 budget showing expenditures of \$48,118,660.00 and total revenues of \$47,426,657.00

6. Request approval of the Homestead and Farmstead Exclusion resolution as contained herein
7. Request approval of the School Leaders' Legal Liability Insurance Program, District's identify theft protection, property-casualty protection, commercial automobile policies from McDowell Associates, effective July 1, 2021 through June 30, 2022 at a cost of \$120,502.00 as contained herein
8. Request approval of United States Fire Insurance Company as the carrier for secondary athletics and activities insurance for the 2021-2022 school year at a cost of \$12,300.00 as contained herein
9. Request approval of United States Insurance as the carrier for student accident insurance to be purchased voluntarily by students with a school time rate of \$28.00, twenty-four (24) hour rate of \$124.00 as contained herein
10. Request approval to accept the quote from CCL Technologies to upgrade the Middle School and Senior High School infrastructure backbone upgrade and installation for a total cost of \$451,411.00 to be paid from ESSER II funds
11. Request approval of the proposal from Trinity Automated Solutions (COSTARS #028-024 Energy Conservation Management Supplies) for installation of new DDC Controls for the HVAC systems at the District at a total cost of \$3,870,250.00 pending approval of the ESSER III grant application as contained herein. Breakdown of building costs as follows:
 - Hutchinson – \$476,000.00
 - Metzgar - \$364,750.00
 - Nicely - \$229,500.00
 - Middle School - \$1,223,280.00
 - Senior High School - \$1,576,720.00
12. Request approval of the bid from S & S Flooring (COSTARS #014-164) to resurface the gymnasium floor at the Senior High School at a total cost of \$29,500.00 with annual recoat set at \$4,150.00 through 2023 as contained herein

13. Request approval to accept a \$2,982.00 donation from the Jimmy Cook Memorial Fund, Inc. for new away gold jerseys for the Boys' Varsity Soccer Team
14. Request approval to use the money budgeted for jerseys for the Boys' Varsity Soccer Team to purchase one (1) set of new uniforms for the Girls' Varsity Soccer Team
15. Request approval of the REVISED Greensburg Salem School District Substitute Rates of Pay and Schedule of Athletic Event Worker Payments for school years 2021-2022 through 2022-2023
16. Request approval for Meyer, Darragh, LLC to pursue and file necessary paperwork with the Westmoreland County Board of Assessments regarding certain properties within the District, and the file tax assessment appeals when appropriate
17. Request approval of the disposal of any equipment or supplies that are deemed unusable by proper District officials

CONTRACTED SERVICES

1. Request approval of the Agreement for Professional Services by and between Greensburg Salem School District and Pathways Human Services of Pennsylvania (d/b/a Family Behavioral Resources) to provide a Behavior Consultant effective August 27, 2021 through and including June 7, 2022 at a total cost of \$78,840.00 as contained herein
2. Request approval of the Letter of Agreement between Outside In School of Experiential Education and Greensburg Salem School District to provide drug and alcohol treatment or rehabilitation services on an as needed basis effective beginning August 27, 2021 through and including June 7, 2022 as contained herein
3. Request approval of the Westmoreland Intermediate Unit STEAM Lending Library Contract between Westmoreland Intermediate Unit and Greensburg

Salem School District effective for the 2021-2022 school year as contained herein

4. Request approval of the Allegheny Intermediate unit Services Agreement – 2021-2022 to provide special education services and programs on an as needed basis effective beginning July 1, 2021 through and including June 30, 2022 as contained herein
5. Request approval to award tenure to the following teachers effective June 30, 2021:
 - Alissa Carbaugh
 - Nicholas Diehl
 - Tyler George
 - Nicole Nestico
 - Katie Nowicki
 - Angelo Testa
 - Jason Thompson
 - Lacey Weiner

BOARD POLICIES

1. Request approval of the second reading of Board Policy Groups 700, 800 and 900 as contained herein 1-66

STUDENT MATTERS

1. Request approval of ***Les Miserables School Edition*** as the 2021-2022 Senior High School Musical Production with performances at 7:30 P.M. on Friday and Saturday, February 25-26, 2022 and 2:00 P.M. on Sunday, February 27, 2022 with all seating reserved for \$12.00 and live streaming set at \$20.00

CONFERENCES/WORKSHOPS

ATHLETIC MATTERS

1. Athletic report
2. Request approval to partner with the City of Greensburg to have food trucks in the Dr. Bruce Boyle Parking Lot (net to the YMCA) for three (3) Friday night football

games on September 3, 2021, October 15, 2021 and October 22, 2021

3. Request approval, pending WPIAL approval, to co-op Boys' Lacrosse with Greensburg Central Catholic for the 2021-2022 school year
4. Request approval to dedicate the Offutt Field Press Box in the name of Howard "Huddie" Kaufman

FACILITIES USAGE

1. Request approval for the City of Greensburg Police Department to use the Senior High School for training from 3:30-6:30 P.M. on July 7, 2021 and from 9:00 A.M.-12:00 P.M. and 3:30-6:30 P.M. on July 28, 2021
2. Request approval for Rachel Brannigan and Kristen Dinkel to use the gymnasium at the Senior High School for a Summer Volleyball Camp for Greensburg Salem students grades 4-7 from 6:00-8:00 P.M. July 12-15, 2021
3. Request approval for The Downtown Greensburg Project to use Offutt Field from 8:30-10:30 A.M. for Yoga instruction
4. Request approval for the Boys' Varsity Soccer Team to hold their Annual Alumni Game at Offutt Field from 12:00-3:00 P.M. on Saturday, July 31, 2021
5. Request approval for Salem Township Gymnastics to use the multi-purpose room at James H. Metzgar, Monday through Friday from 6:00-8:00 P.M. beginning September 13, 2021 through the end of the 2021-2022 school year

GENERAL MATTERS/OTHER BUSINESS

1. Request approval to appoint _____ as voting delegate(s) for the PSBA Delegate Assembly, 2021

2. Request approval for the Greensburg Business and Professional Association (Shop Greensburg) to use the Greensburg Salem logo to create flags to be flown from the shops, businesses, restaurants, etc. in town to support our District
3. Request approval for the following Greensburg Parent Association members to drive the Band Equipment Trailer effective for the 2021-2022 school year:
 - Joseph Ghrist
 - Thomas McGuire

Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1 - NEW
Status	

Purpose

The Board recognizes that crowdfunding has become an increasingly popular method by which school districts can procure funding for specific projects and/or programs.

Authority

The Board prohibits the use of crowdfunding by district employees or organizations on behalf of the district. Individual employees may utilize crowdfunding for individual classrooms, clubs, or other extra -curricular activities. Individuals utilizing crowdfunding sources for classroom purposes or clubs must have prior approval from the building supervisor and notify the business manager

Book	Policy Manual
Section	700 Property
Title	Use of FAX Machines
Code	715 - DELETE
Status	From PSBA

Deleted policy as a recommendation -- policy is no longer necessary.

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Code	717 - NEW
Status	From PSBA

Purpose

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the district shall be used for authorized district business purposes. Personal use of such shall be prohibited, except in emergency situations.
[1]

Guidelines

Expenses incurred for personal use of district-provided cellular telephones shall be reimbursed to the district by the employee.

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[2]

Delegation of Responsibility

The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.

The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.

Legal	1. Pol. 624
	2. Pol. 317
	26 U.S.C. 1 et seq

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718 - NEW
Status	From PSBA

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[1]

Miniature horses may be utilized as service animals if:[2]

- 1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.**
- 2. The facility can accommodate the type, size and weight of the miniature horse.**
- 3. The presence of the miniature horse does not compromise the safe operation of the facility.**

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[1]

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[1]

Authority

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.[3][4][5][6]

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[7][8]

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:[6]

- 1. Verification of the need for a service animal.[2]**
- 2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[2]**
- 3. Proof of current vaccinations and immunizations of the service animal.[9]**

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[2][3][10]

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[2]

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[2]

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

- 1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[2]**
- 2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.**

3. **Damages to district buildings, property and vehicles caused by the animal.**
4. **Injuries to students, employees, volunteers and visitors caused by the animal.**
5. **Annual submission of documentation of vaccinations and immunizations.**

The building principal shall receive and forward to the Superintendent or designee each completed request by an individual with a disability to be accompanied by a service animal. The Superintendent or designee shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

1. **Presence of the animal poses a direct threat to the health and safety of others.**
2. **Owner or handler is unable to control the animal.**
3. **Animal is not housebroken.**
4. **Presence of the animal would require a fundamental alteration to the program.**

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7][11][12]

Legal	1. 28 CFR 35.104
	2. 28 CFR 35.136
	3. 43 P.S. 953
	4. 29 U.S.C. 794
	5. 42 U.S.C. 12101 et seq
	6. 28 CFR 35.130
	7. Pol. 103.1
	8. Pol. 113
	9. 3 P.S. 455.1 et seq
	10. Pol. 904
	11. Pol. 104
	12. Pol. 906
	28 CFR Part 35
	29 CFR Part 1630
	Pol. 103
	Pol. 707

Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 - NEW
Status	From PSBA

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)

{ } 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. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[8]
2. Information on required school safety and security training and resources provided to students and staff.
3. 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. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
9. 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 who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.**
- 3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.**

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]

{ } School Security Guards

The district shall

{ } 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, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, 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]

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

Book	Policy Manual
Section	800 Operations
Title	School Bus Drivers and School Commercial Motor Vehicle Drivers
Code	810.1 - NEW
Status	From PSBA

Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.

Purpose

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[1]

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[1]

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[2][3][4]

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[3]

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[4]

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[1]

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[5]

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[3]

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.
2. The term does not include:
 - a. Inputting, selecting or reading information on a global positioning system or navigation system.
 - b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
 - c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

Use a handheld mobile telephone or other electronic device –[4]

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

Authority

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[6][7][8][9]

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[10]

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[2][3][11][12]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[13]
2. Establishment of procedures for required testing of covered drivers.[14]
3. Maintenance of the confidentiality of all aspects of the testing process.[8]
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.[15]
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[16]
6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[15][17]
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[18]
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[18]
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[18]

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[18]

The Board designates the Superintendent or designee to be the contact person for questions about the drug use and alcohol misuse program.[18]

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[10][19][20][21][22][23]

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and

state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[15][24][25][26]
2. Commercial motor vehicle employment information for the past ten (10) years.[27][28]

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver;[29]
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[30]
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[30]
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[31][32]

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[33]

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[10][20][21][34]

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[35]

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [35]

A covered driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the covered driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[27][28]

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[27][28]

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination.

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[6][7][8][14][36][37]

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[30][38][39]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[35][40][41]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[30][42]

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[35]

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident test, whichever occurs first.[43]

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[1][36][44][45]

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[46][47]

2. A verified adulterated or substituted drug test result;[46][47]
3. An alcohol test result of 0.04 or higher; or[47][48]
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[44]

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in his/her system.[36][39]

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[49]

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[47][50]

Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[15][17][51][52][53]

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[54][55][56]

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[54][57]

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.[18]

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[18]

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[58]

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[59]

Legal

1. 49 CFR 382.107
2. 49 CFR 392.80
3. 75 Pa. C.S.A. 1621
4. 75 Pa. C.S.A. 1622
5. 75 Pa. C.S.A. 102
6. 49 CFR Part 382
7. 49 CFR Part 40
8. 49 U.S.C. 31306
9. 67 PA Code 229.14
10. Pol. 818
11. 49 CFR 392.82
12. 75 Pa. C.S.A. 3316
13. 49 CFR 40.15
14. 49 CFR 382.105
15. 49 CFR 382.701
16. 49 CFR 40.3
17. 49 CFR 382.401
18. 49 CFR 382.601
19. 23 Pa. C.S.A. 6344
20. 23 Pa. C.S.A. 6344.3
21. 24 P.S. 111
22. 24 P.S. 111.1
23. Pol. 304
24. 49 CFR 382.413
25. 49 CFR 382.703
26. 49 CFR 40.25
27. 49 U.S.C. 31303
28. 75 Pa. C.S.A. 1604
29. 75 Pa. C.S.A. 1606
30. 67 PA Code 71.3
31. 49 CFR 391.25
32. 49 U.S.C. 31304
33. 49 CFR 391.41
34. Pol. 317
35. 49 CFR 382.213
36. 75 Pa. C.S.A. 1613

37. 75 Pa. C.S.A. 3756
38. 49 CFR 382.205
39. 75 Pa. C.S.A. 1612
40. 75 Pa. C.S.A. 1603
41. 75 Pa. C.S.A. 3802
42. 49 CFR 382.207
43. 49 CFR 382.209
44. 49 CFR 382.211
45. 49 CFR 40.191
46. 49 CFR 382.215
47. 49 CFR 40.23
48. 49 CFR 382.201
49. 49 CFR 382.505
50. 49 CFR 40.289
51. 49 CFR 382.705
52. 49 CFR 40.333
53. Pol. 800
54. 49 CFR 382.405
55. 49 CFR 382.723
56. 49 CFR 40.321
57. 49 CFR 382.403
58. 24 P.S. 1517
59. 49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq
Pol. 351

Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Code	810.2 - NEW
Status	From PSBA

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

- 1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]**
- 2. This policy is posted on the district's publicly accessible website.[2][3]**
- 3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[2]**

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained

in accordance with established student record procedures governing access, review and disclosure of student records.[4][5]

Legal

1. 75 Pa. C.S.A. 102
 2. 18 Pa. C.S.A. 5704
 3. 24 P.S. 510.2
 4. Pol. 113.4
 5. Pol. 216
- 24 P.S. 510
- Pol. 218
- Pol. 805.1
- Pol. 810

Book	Policy Manual
Section	800 Operations
Title	School Vehicle Drivers
Code	810.3 - NEW
Status	From PSBA

Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle." [1]

Authority

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles. [2]

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services. [3]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle. [4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.[4]

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the school vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require school vehicle drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident, reasonable suspicion, and follow-up.

The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.[11]

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:[4][12]

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.[14][15]

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.[11]

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.

Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
- 24 P.S. 510
- 23 Pa. C.S.A. 6301 et seq
- 67 PA Code 71.3
- 75 Pa. C.S.A. 1601 et seq
- 49 CFR Part 40
- Pol. 351

Book	Policy Manual
Section	800 Operations
Title	Bonding
Code	811 - NEW
Status	From PSBA

Purpose

Prudent trusteeship of district resources dictates that employees responsible for the safekeeping of district funds be bonded.

Authority

The Board directs that the district be indemnified against loss of money by bonding each employee required to be bonded by policy or by law. The Board shall bear the cost of bonds for designated employees.[1][2][3][4][5]

Enumeration and valuation on such bonds shall be determined annually.

Guidelines

All other employees shall be covered under a blanket bond.

The amount of each bond shall be commensurate with the financial responsibility of the position.

Legal	1. 24 P.S. 409
	2. 24 P.S. 431
	3. 24 P.S. 436
	4. 24 P.S. 511
	5. 24 P.S. 684

Book	Policy Manual
Section	800 Operations
Title	Property Insurance
Code	812 - NEW
Status	From PSBA

Purpose

The Board recognizes its responsibility under law to insure the real and personal property of this school district.

Authority

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and replacement cost.[1]

In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board shall appoint an insurance advisor, who may be the Agent of Record.

Legal	1, 24 P.S. 774
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Book	Policy Manual
Section	800 Operations
Title	Other Insurance
Code	813 - NEW
Status	From PSBA

Purpose

Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.

Authority

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests.[1][2]

The Board shall offer insurance coverage to administrators and regularly employed staff members in accordance with state and federal laws, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or Board resolution.[1][2][3]

In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board shall appoint an insurance advisor, who may be the Agent of Record.

Legal	1. 24 P.S. 513
	2. 24 P.S. 774
	3. 29 U.S.C. 1161-1169

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Code	814 - NEW
Status	From PSBA

Authority

The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.[1]

Definition

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

- 1. Purpose And Character Of The Use – The use must be for such purposes as teaching or scholarship and must be nonprofit.**
- 2. Nature Of The Copyrighted Work – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.**
- 3. Amount And Substantiality Of The Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.**
- 4. Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.**

Delegation of Responsibility

Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Legal

1. 17 U.S.C. 101 et seq

Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Code	818 - NEW
Status	

Purpose

In its effort to provide cost-effective programs, the Board uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.

Definitions

For purposes of this policy, contractor employee shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the district to provide services.

Authority

The district is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[2][3][4]

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[5]
2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.[6][7][8][9][10]

3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[2][3][4][5][11]

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Independent contractors must read and sign off on this policy prior to employment in the school district.

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the district in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[4]

Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.[4]

Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[2][3]

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[3]

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[12][13]

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify

the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[3][11]

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[3][11]

Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[14]

Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1.[15][16]

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [17]
3. District policy related to reporting of suspected abuse and sexual misconduct.[18]
4. Maintenance of professional and appropriate relationships with students.[19]

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[18][20]

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[21][22]

Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6344
3. 24 P.S. 111
4. 24 P.S. 111.1
5. 55 PA Code 3490.132
6. 49 CFR Part 382
7. 67 PA Code 71.3
8. 75 Pa. C.S.A. 1612
9. 75 Pa. C.S.A. 3802
10. Pol. 810.1
11. 23 Pa. C.S.A. 6344.3
12. 24 P.S. 1418
13. 28 PA Code 23.44
14. 75 Pa. C.S.A. 1606
15. 24 P.S. 2070.9a
16. Pol. 317.1
17. 24 P.S. 2070.1a et seq
18. Pol. 806
19. Pol. 824
20. 23 Pa. C.S.A. 6311
21. Pol. 113.4
22. Pol. 216
- 24 P.S. 1362
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- Pol. 610
- Pol. 810

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819 - NEW
Status	From PSBA

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.[1][2][3][4][5]

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[1]

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

SUICIDE AWARENESS AND PREVENTION EDUCATION [1]

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

Lessons shall:

- 1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.**
- 2. Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.**
- 3. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.**

Protocols for Administration of Employee Education

All district employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[1][6]

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

METHODS OF PREVENTION [1]

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.[7][8][9][10]

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with suicide risk factors or warning signs is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicide risk factors and warning signs.

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide.

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future.

Referral Procedures

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the district behavioral health professional for support and follow-up.

Documentation

The district shall document the reasons for referral, including specific warning signs and suicide risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION [1]

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers and primary care providers.

If the student is identified as being at increased risk of suicide, the district shall create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. Determining the roles and responsibilities of each crisis response team member.
2. Notifying students, employees and parents/guardians.
3. Working with families.
4. Responding appropriately to the media.
5. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][13][15][16]

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy. [3][11][12][13][14]

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

REPORT PROCEDURES [1]

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES [1]

National:

- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255) or visit <http://www.suicidepreventionlifeline.org/>
- **Crisis Text Line:** TEXT 741-741 or visit <http://www.crisistextline.org/>
- **Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools**
<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

Pennsylvania:

- **List of Crisis Intervention contact information by county**
- **List of County CASSP and Children's Behavioral Health Contact Persons**
- **County Task Force Resources:** By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

- **American Association of Suicidology (AAS):** <http://www.suicidology.org/>
- **American Foundation for Suicide Prevention (AFSP):** <https://www.afsp.org/>
- **Suicide Prevention Resource Center (SPRC):** <http://www.sprc.org/>

Pennsylvania:

- **Prevent Suicide PA:** <http://www.preventsuicidepa.org/>

- **Jana Marie Foundation:** <http://www.janamariefoundation.org/>
- **Aevidum:** <http://aevidum.com/cms/>
- **Services for Teens at Risk (STAR-Center)**
<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- **Pennsylvania Department of Education** www.education.state.pa.us

Legal

1. 24 P.S. 1526
2. Pol. 103
3. Pol. 103.1
4. Pol. 249
5. Pol. 806
6. Pol. 333
7. 22 PA Code 12.12
8. Pol. 207
9. Pol. 216
10. Pol. 236
11. Pol. 113
12. Pol. 113.2
13. Pol. 113.3
14. Pol. 114
15. Pol. 117
16. Pol. 204
- Pol. 146
- Pol. 805
- Pol. 911

Book	Policy Manual
Section	800 Operations
Title	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
Code	822 - NEW
Status	From PSBA

Purpose

The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

Authority

Except in extenuating circumstances, each school shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present.[1]

The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations.

The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.

Guidelines

A Core Team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team.

Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations that detail the use of automated external defibrillator (AED) units.

Automated external defibrillator (AED) units may be used by all members of the district's core team who have successfully completed training and any trained volunteer who has a current course completion card.

Legal

1. 24 P.S. 1424

24 P.S. 1423

42 Pa. C.S.A. 8332

42 Pa. C.S.A. 8331.2

42 Pa. C.S.A. 8337.1

Pol. 123.2

Book	Policy Manual
Section	800 Operations
Title	Naloxone
Code	823 - NEW
Status	From PSBA

Authority

As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[1][2]

Definitions

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.[1]

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Delegation of Responsibility

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

Guidelines

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

- 1. The availability of Naloxone to treat opioid drug overdoses and what it does;**
- 2. The symptoms of opioid drug overdoses;**

3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and[1][2]
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.[1][2]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.[2][3]

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

- 1. Call for medical help immediately (Dial 9-1-1).**
- 2. Check for signs of opioid overdose.**
- 3. Perform initial rescue breathing (or CPR if needed), as instructed in training.**
- 4. Administer Naloxone, as instructed in training.**
- 5. Continue rescue breathing (or CPR if needed), as instructed in training.**
- 6. Administer second dose of Naloxone if needed, as instructed in training.**
- 7. Place in recovery position, as instructed in training.**
- 8. Stay with the individual until emergency medical help arrives.**
- 9. Cooperate with EMS personnel responding to the incident.**
- 10. Notify the building administrator or designee of the incident.**

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances 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.[4][5][6][7][8][9][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the 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 parent/guardian.[4][9][10][11]

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[12]

Indemnification

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[2][13][14]

- 1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.**
- 2. The employee successfully completed the training contemplated by this policy.**
- 3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.**
- 4. The employee is administering Naloxone pursuant to this policy.**

Legal

1. 35 P.S. 780-113.7
2. 35 P.S. 780-113.8
3. Pol. 324
4. 22 PA Code 10.2
5. 22 PA Code 10.21
6. 22 PA Code 10.22
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. Pol. 227
10. Pol. 805.1
11. 22 PA Code 10.25
12. Pol. 236
13. 42 Pa. C.S.A. 8547
14. 42 Pa. C.S.A. 8548

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824 - NEW
Status	From PSBA

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

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

Delegation of Responsibility

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

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

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

Guidelines

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

prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

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

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

Social Interactions -

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

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

- 1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.**
- 2. Exchanging notes, emails or other communications of a personal nature with a student.**
- 3. Giving personal gifts, cards or letters to a student without written approval from the building principal.**
- 4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).**
- 5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.**
- 6. Taking a student out of class without a legitimate educational reason.**

7. **Being alone with a student behind closed doors without a legitimate educational reason.**
8. **Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.**
9. **Sending or accompanying a student on personal errands.**
10. **Inviting a student to the adult's home.**
11. **Going to a student's home without a legitimate educational reason.**
12. **Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.**
13. **Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.**
14. **Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.**
15. **Telling a student personal secrets or sharing personal secrets with a student.**
16. **For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.**
17. **Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.**
18. **Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]**

Electronic Communications -

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

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

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

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

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

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

Exceptions

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

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

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

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

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or

hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

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

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

Legal

1. 24 P.S. 510
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. Pol. 104
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. 24 P.S. 2070.9a
12. Pol. 317.1
13. 22 PA Code 10.2
14. 22 PA Code 10.21
15. 22 PA Code 10.22
16. 24 P.S. 1302.1-A
17. 24 P.S. 1303-A
18. Pol. 805.1
19. Pol. 317
20. Pol. 113.1
21. Pol. 218
22. Pol. 233
- 24 P.S. 2070.1a et seq
- 22 PA Code 235.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	800 Operations
Title	Educational Equity
Code	832 - NEW
Status	

Purpose

The Board adopts this policy to prioritize the principle of educational equity through the fair and just allocation of resources, opportunities and treatment of students based upon each individual student's needs. The pursuit of educational equity requires the continuous and collaborative effort of identifying various aspects of district programs and operations in which consideration of educational equity shall be analyzed, incorporated and prioritized.

To facilitate educational equity for all, the district shall be committed to:

1. Promptly identifying and addressing barriers that cultivate achievement and/or opportunity gaps for students.
2. Ensuring that a student's educational achievement is neither predicted nor predetermined by explicit or implicit biases.

Definitions

Achievement gaps shall mean the academic disparities and/or differences between groups of students, as indicated through variances in academic indicators such as test scores, grade point average and graduation rates.

Barriers shall mean factors that block or hinder movement or progression. Barriers to educational equity may include, but are not limited to, policies, administrative regulations and practices; explicit and implicit biases; facilities; budgeted funds; curriculum and instruction; personnel; class size; Code of Student Conduct and school climate.

[LOCAL APPROACHES MAY VARY IN THE USE AND DEFINITION OF TERMS EXPRESSING THE CONCEPTS THAT ARE ENCOMPASSED IN THE DEFINITIONS BELOW FOR "CULTURAL COMPETENCY," "CULTURAL PROFICIENCY" AND "CULTURALLY RESPONSIVE" AS USED IN THIS POLICY GUIDE. IF YOUR DISTRICT IS ACCUSTOMED TO USING DIFFERING TERMS OR DEFINITIONS TO EXPRESS THESE CONCEPTS, PLEASE CONSIDER WHETHER YOU WISH TO SUBSTITUTE TERMS AND/OR DEFINITIONS THAT ALIGN WITH LOCAL USAGE OR PREFERENCE. TO HIGHLIGHT THE PLACES IN THIS POLICY GUIDE WHERE SUCH SUBSTITUTIONS MAY BE DESIRED, THESE TERMS ARE CONTAINED IN {BRACKETS} WHEREVER THEY APPEAR.]

{Cultural competency} shall mean an ability to interact effectively with individuals of other cultures.

{Cultural proficiency} shall mean the level of knowledge-based skills and understanding that is required to successfully teach and interact with students and to work effectively with colleagues, families and communities from other cultures. It requires an ongoing examination and self-reflection to challenge one's own cultural biases and understand the cultural perspectives and experiences of others.

{Culturally responsive} shall mean the inclusion of students' cultural references in all aspects of learning, school experiences and student engagement.

Educational equity action plan shall mean the steps education stakeholders in a district engage in to pursue equity.

Educational equity audit shall mean a comprehensive equity and inclusion benchmarking instrument that assesses a district's barriers to opportunity and progress towards achieving the equity outcomes described in this policy and the district's Educational Equity Action Plan.

Equity lens shall mean an intentional focus on assessing any inequitable impact the execution of a program, practice, operation, decision or action may have on a student or group of students.

Explicit bias shall mean the actions, attitudes and beliefs we have about a person or group on a conscious level.

Gender, for purposes of this policy, shall mean the range of characteristics pertaining to, and differentiating between, masculinity and femininity, including a person's gender identity and gender expression which includes a person's internal sense of being male, female, some combination of male and female or neither male nor female.

Implicit bias shall mean the actions, attitudes or stereotypes that affect our understanding, actions and decisions in a subconscious manner.

Inclusion shall mean engaging, valuing and respecting all groups (students, parents/guardians, community members, administrators, instructional and support personnel and other education stakeholders) and including all groups as essential partners in the education process.

Opportunity gaps shall mean the disparities in the delivery of educational and extracurricular opportunities, funding and other resources between and among different student groups, leading to different academic, extracurricular, social and economic outcomes for students.

Authority

The Board is committed to the provision of an equitable education system that reflects the principles of fairness and justice for all students regardless of gender, race, ethnicity, socio-economic status, English learner status, disability, and other characteristics, as well as the intersection of those characteristics.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19][20][21][22][23][24][25][26][27][28][29]

Delegation of Responsibility

The Superintendent and/or designee(s) shall use an equity lens and quantitative and qualitative data to assess systematically which students and/or student groups are experiencing the least achievement, determine why, and target resources and efforts to address identified needs and improve overall outcomes.

Each school employee shall be expected to conduct themselves in a manner consistent with the principles of this policy and for fostering a school climate that is equity focused and {culturally responsive}. Employees shall receive supports in the form of training regarding {cultural competency, cultural proficiency, cultural responsiveness,} implicit bias, explicit bias, diversity and inclusion.

{ x } Educational Equity Audit

The Superintendent or designee(s) shall

☐ } periodically

☒ } annually

☐ } biannually

conduct an audit to benchmark educational equity in school and district-wide achievement and opportunities.

☒ } Educational Equity Action Plan

The Superintendent and designee(s) shall develop and

☐ } periodically

☒ } annually

☐ } biannually

update the district's Educational Equity Action Plan with clear accountability goals and metrics to address inequities. The Educational Equity Action Plan shall be reflective of the voices of administrators, teachers, staff, students, families and members of the community.

The Educational Equity Action Plan shall:

1. ☒ } Embed equity practices throughout the district's educational system.
2. ☒ } Include equity goals and practices in the district's comprehensive planning strategies.[1]
3. ☒ } Ensure performance observations encompass consideration of the expectations and goals of this policy.
4. ☐ } Other _____

☒ } Educational Equity Update

The Superintendent shall

☐ } periodically

☒ } annually

☐ } biannually

provide an educational equity update to the Board that reflects the efforts undertaken and progress made to achieve the goals of this policy.

☒ } Based on the equity goals and activities set by the district, the educational equity update may include data on:

☒ } Students -

The following student-related data shall be disaggregated and intersected by gender, race, ethnicity, socio-economic status, English learner status and disability whenever possible:

1. ☒ } Enrollment of each school.
2. ☒ } Achievement indicators.

3. { x } Attendance and behavior indicators. Such indicators may include data regarding excused and unexcused absences, out-of-school suspension, in-school suspension, alternative education enrollment, the Office for Safe Schools reports, expulsion and other school discipline factors.
4. { x } Opportunity indicators. Such indicators may include enrollment in gifted programs, advanced placement classes, honors classes, career and technical education and participation in extracurricular programs and activities.

{ x } Administrators, Teachers and Staff -

1. { x } The race, ethnicity, gender and years of experience of support staff, teachers, building administrators and district administration.
2. { x } Efforts to recruit and select personnel.
3. { x } The amount of teacher turnover by district and school.
4. { x } The ways in which professional development at each school is delivered through an equity lens.
5. { x } Efforts to embed cultural responsiveness into the curriculum.

{ x } Resource Allocation -

1. { x } Fiscal – locally controlled budgetary considerations.
2. { x } Operational – programs, services and personnel considerations.
3. { x } Structural – facility and organizational considerations.

{ x } Annually, at the beginning of the budget process, the Board shall review the most recent educational equity update in conjunction with the current Educational Equity Action Plan to consider resource allocations in support of the district's commitment to educational equity.

Guidelines

Educational equity shall serve as the foundational structure upon which all aspects of the district's educational system are built and maintained. An equity-focused structure is essential to grow knowledge and skills, provide necessary resources, include diverse voices, promote accountability, implement effective practices, produce partnerships and address barriers to learning and participation. In the pursuit of educational equity for all students, district programs, operations and functions shall be structured to prioritize the following guiding principles:

{ x } Multiple Pathways to Success/High Expectations [19]

The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement and excellence from each student.

All students shall be encouraged and provided opportunities to:[3][8][9][12][13][14]

1. Pursue their goals and interests without regard to biases and other barriers.
2. Enroll in challenging programs.
3. Participate in school activities and interscholastic athletics.

{ x } Access to Equitable Resources

Each student shall be provided equitable access to instructional materials, assessments, curriculum, support, facilities, teaching practices and other educational resources and services that reflect an appreciation for the diverse cultural perspectives, identities and needs of students and their families by strategically differentiating allocations as necessary to remove barriers and improve outcomes.[1][2][3][4][5][6][8][9][10][11][14][15][16][17][18][22][23][24][25][26][27]

{ x } Welcoming and Inclusive Environment

The district shall strive to create a welcoming, inclusive and bias-free culture and environment that values, reflects and is responsive to the diversity of the students, their families and the community.[2][3][18][28][29][30][31]

Respectful and civil discourse and interactions among all district leaders, staff, students, families and community members shall be expected at all times.

{ x } Partnerships and Inclusion

The district shall welcome and empower students and families, including but not limited to, families of color, low-income families, individuals with disabilities, individuals whose first language may not be English and other underrepresented groups, as essential partners in their student's educational experiences, school planning and district decision-making. The district shall provide multiple and flexible opportunities for dialogue and engagement with families and communities.[28][29]

In addition, the district shall include other partners who have modeled {culturally proficient} practices, such as government agencies, nonprofit organizations, businesses, institutions of higher learning and the general community in meeting equitable educational outcomes.

{ x } Data Focused

To make informed decisions in the pursuit of educational equity, the district shall systematically use quantitative and qualitative district-wide and school-level data. Such data may include anecdotal information from teachers and staff, as well as formally collected and reported data. Data shall be disaggregated and intersected, where feasible, based on available demographics.[32]

{ x } Equity Lens

The district shall, as a continuous practice, review current and newly developed policies, administrative regulations, practices, programs, procedures, professional development and locally controlled budget allocations with an equity lens.

{ x } The district shall be aided in this process through the use of educational equity analysis and auditing tools.

{ x } Cultural Proficiency

The district shall provide instructional materials and assessments, and promote teaching practices, that reflect and are responsive to the diverse cultural perspectives and identities of students and their families.

The district's curriculum shall:

1. { x } Promote equity and respect.
2. { x } Reflect the distinctive contributions of a diverse society.

3. {x } Embed culturally responsive teaching and practices.
4. {x } Provide opportunities for staff and students to develop and model {cultural proficiency}.

{ x } Workforce Diversity

The district recognizes the benefits of a highly effective workforce that reflects racial, gender and linguistic diversity.

In the promotion of workplace diversity, the district shall strive to:[23]

1. Maintain an employment process that is free of discrimination and bias.[23][30]
2. Identify and address barriers to the recruitment, hiring, retention, development and promotion of district employees from diverse backgrounds.
3. Actively recruit and/or promote highly qualified candidates who are committed to educational equity.

{x } Professional Development

The district shall ensure the provision of professional development opportunities for advancement of employees' understanding and skill sets relative to addressing barriers to students' opportunities. An equity lens shall be embedded in all professional development. [24]

Professional development shall foster the skills, knowledge and beliefs to cultivate equity, including {cultural proficiency}, social-emotional learning and mental health to create a learning environment that is student-centered and meets the individual and diverse needs of students.

Legal

1. Pol. 100
 2. Pol. 103
 3. Pol. 103.1
 4. Pol. 105
 5. Pol. 112
 6. Pol. 113
 7. Pol. 113.1
 8. Pol. 114
 9. Pol. 115
 10. Pol. 116
 11. Pol. 121
 12. Pol. 122
 13. Pol. 123
 14. Pol. 124
 15. Pol. 138
 16. Pol. 142
 17. Pol. 146
 18. Pol. 146.1
 19. Pol. 217
 20. Pol. 218
 21. Pol. 233
 22. Pol. 250
 23. Pol. 304
 24. Pol. 333
 25. Pol. 602
 26. Pol. 603
 27. Pol. 604
 28. Pol. 917
 29. Pol. 918
 30. Pol. 104
 31. Pol. 249
 32. Pol. 235.1
- Commonwealth Education Blueprint
- PSBA Equity Tools and Resources
- Pol. 220
- Pol. 251
- Pol. 913



EquityPolicy_UserGuide.pdf (727 KB)



EquityPolicy_CommunicationsSupport.pdf (519 KB)

Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916 - NEW
Status	From PSBA

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. **PA Child Abuse History Certification** - which must be less than sixty (60) months old.[5]
2. **PA State Police Criminal History Record Information** - which must be less than sixty (60) months old.[5]
3. **Disclosure Statement for Volunteers** - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. [4][5][7]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[5]

1. **Federal Criminal History Report** - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution. [7]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[11][12]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[12][13][14][15]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her

responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

1. 24 P.S. 510
2. Pol. 824
3. 23 Pa. C.S.A. 6303
4. 23 Pa. C.S.A. 6344
5. 23 Pa. C.S.A. 6344.2
6. Pol. 907
7. 23 Pa. C.S.A. 6344.3
8. 23 Pa. C.S.A. 6344.4
9. 24 P.S. 1418
10. 28 PA Code 23.44
11. 23 Pa. C.S.A. 6311
12. Pol. 806
13. Pol. 123
14. Pol. 123.1
15. Pol. 123.2
16. Pol. 216
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	900 Community
Title	Parental/Family Involvement
Code	917 - NEW
Status	From PSBA

Purpose

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Delegation of Responsibility

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

- 1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.**
- 2. Promotion of clear two-way communication between the school and the family about school programs and student progress.**
- 3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist**

their children with learning at home.

- 4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.**

Legal

24 P.S. 510