

Saucon Valley School District Academic and Personnel Committee

January 4, 2022 – 5 pm
District Office Conference Room

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta, Shamim Pakzad

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*
- IV. **Motion to Approve Agenda**
- V. **Approval of Minutes** – November 2, 2022
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
- VII. **Discussion & Action:**
 1. Psychologist Intern
 2. Forensic Club
 3. Policies:
 - Policy 111 – Lesson Plans
 - Policy 117 – Homebound Instruction
 - Policy 210 – Medications
 - Policy 210 – Medications Attachment
 - Policy 210 AR 0 – Medications
 - Policy 210.1 – Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - Policy 317 – Conduct Disciplinary
 - Policy 317.1 – Educator Misconduct
- VIII. **New Business**
- IX. **Old Business**

X. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XI. Announcements

Future Meetings ~

Wednesday, February 1, 2023 – 5:00 PM

XII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

Saucon Valley School District
Academic and Personnel Committee
Minutes of November 2, 2022

Present were Academic and Personnel Committee Board Members: Dr. Shamim Pakzad, Cedric Dettmar, and Tracy Magnotta. Committee member Susan Baxter was absent. Also present were: Superintendent Jaime Vlasaty, and Business Manager David Bonenberger. Visitor: Michael Karabin

Meeting began at 5:05 pm

Approve agenda motion by Dr. Shamim Pakzad second by Tracy Magnotta.

Vote: 3-yes, 0-no, 1-absent (Baxter)

Approve minutes motion by Dr. Shamim Pakzad second by Cedric Dettmar.

Vote: 3-yes, 0-no, 1-absent (Baxter)

Courtesy of the floor: None

Discussion & Action: **S**creening, **B**rief Intervention, **R**eferral to **T**reatment (**SBIRT**)

The committee is agreed to have the survey once a year for 8th and 10th grades. Superintendent will give a report.

New Business- Math Pathways – Committee would like to see full MAP reports compared to standards.

Old Business- None

Citizen Inquiries and Comments: None

Future Meetings: December 7, 2022

Dr. Shamim Pakzad, second Cedric Dettmar moved to adjourn the meeting.

Meeting adjourned at 6:00 pm

Book School District for PNN

Section 100 Programs

Title Lesson Plans

Code 111 Vol V 2020

Status Active

Authority

To ensure **consistency and** continuity of instruction, the Board requires ~~professional all teachers~~ ~~staff members~~ ~~employees~~ ~~11~~ to develop and maintain daily lesson plans. ~~[1]~~

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least ~~a few days~~ ~~three days~~ ~~[2]~~ _____ in advance. **Lesson plans shall** ~~should~~ ~~shall be available, and may~~ ~~Plan books will~~ be inspected ~~[JH3]~~, and ~~must~~ ~~shall~~ ~~[JH4]~~ conform to the ~~district~~ guidelines ~~established by the~~ ~~{ } building principal~~. Lesson plans should reflect alignment to the district curriculum and indicate where the lesson is in relation to the larger course of study.

~~{ } department chairperson.~~

~~-~~

~~{ } Superintendent.~~

Teachers shall make thorough preparation for all daily lessons and shall prepare ~~written~~ **plans** reflecting such preparation.

~~{ } Lesson plans shall be completed and submitted in the designated online platform(s) for review~~ ~~[5]~~ ~~[JH6]~~.

Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.

Plan books ~~Lesson plans must~~ ~~must remain in the teacher's desk overnight to~~ be available ~~to~~ ~~for~~ **immediate access by assigned** substitute teachers ~~at all times~~.

Guidelines

~~The format for lesson plans shall be decided at the building level~~ ~~must follow district~~ ~~guidelines~~ ~~[JH7]~~.

~~Written~~ ~~p~~ ~~Lesson plans should~~ ~~will~~ ~~shall include these Essential Elements of Instructional Planning~~ ~~Three Essentials of Planning~~:

- ~~1. What is to be taught~~ ~~Objectives~~.

[137687794.1](#)

[139790628.1](#)

2. How it is to be taught Standards.
3. How the learning is to be assessed.
4. Instructional activities.
5. Accommodations/Differentiation
6. Materials and Resources

~~Plan book daily grids for the weekly planning period shall contain sufficient information to enable an evaluator or substitute to understand what is to occur during the time for which the plan exists.~~

~~Additional written details in the plan book and supplements or addenda to include clearly stated objectives, descriptive methodologies, descriptions for using special materials or equipment, evaluation models, etc., are encouraged. Long-term planning is also encouraged. Such planning will be considered as part of the total record when plans are evaluated.~~

Flexibility is an essential element in good lesson planning. Weekly Lesson plans can and should be adjusted in accordance with the progress of the class.

Guidelines for implementation of this policy shall include:

1. ~~{ } Lesson plans may be prepared on master sheets or online templates Teachers may choose a lesson plan template that best fits their course(s) of study, but must include the Essential Elements of Instructional Planning noted above. All templates must be approved by building administration.-~~
-
2. ~~{ } The format for lesson plans shall be decided at the building level or grade level.[8].~~
-
- 3.1. ~~{ } While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.[9]~~
- 4.2. ~~{ } Material to be used in a lesson, such as **printed or digital** material and audiovisual resources may serve as an integral part of the plan.~~
- 5.3. ~~{ } Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student **plans or** records may serve as an integral part of the lesson plan.[10]~~

PSBA Revision 8/20 © 2020 PSBA

Legal References

1. 24 P.S. 510

Pol. 113

Pol. 814

Pol. 815

© PSBA 2021

[137687794.1](#)

[139790628.1](#)

Section 100 Programs

Title Homebound Instruction

Code 117

Status Active

Adopted

Authority

The Board shall provide ~~pursuant to law~~, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months. [\[1\]\[2\]](#)

Delegation of Responsibility

Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement and be recommended by the Superintendent **or designee**. [\[1\]\[2\]](#)

The Superintendent **or designee** ~~may grant~~ **shall forward a** recommendation ~~requests~~ for homebound instruction ~~and shall report each~~ to the Board ~~at its next regular meeting for approval~~.

~~The Superintendent shall develop procedures to safeguard the privacy of each child placed on homebound instruction.~~

The Superintendent **or designee** may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months. [\[1\]](#)

Guidelines

The Board shall provide homebound instruction only for those confinements expected to last at least ~~two (2) weeks~~ ten (10) school days, ~~but such e~~ Exceptions may be ~~made~~ **recommended by as** the ~~Intermediate unit or~~ Superintendent **or designee** ~~deem advisable and so recommend~~.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

The Board reserves the right to withhold homebound instruction when **any one (1) of the following occurs**:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

All requests for homebound instruction are to be made to the principal's office when it becomes apparent that the student cannot continue a regular program of studies.

Exceptions: All requests for homebound instruction in the senior high school should be initiated in the guidance office.

The parent/guardian request for homebound instruction must be accompanied by a physician's statement which includes the reason for the request and the other relevant information. This allows the homebound instructor to plan effectively.

The amount of work completed under the direction of the homebound instructor during the specified period of instruction shall be considered as fulfillment of course requirements and shall be the basis of awarding credit for purposes of promotion and/or graduation.

In order to present an accurate picture of student accomplishments, the homebound instructor will add a brief annotated record of student work and progress to the student's permanent scholastic record.

The homebound instructor, in consultation with faculty members, shall determine the quantity and quality of student work expected during the period of homebound instruction.

The homebound instruction program provides a program of studies up to a maximum of (5) hours of instruction per week.

A student granted homebound instruction shall not be eligible to participate in co-curricular and/or extracurricular activities sponsored by the school district during the period of such instruction.

Legal

1. 22 PA Code 11.25

2. 24 P.S. 1329

Book Policy Manual
Section 200 Pupils
Title Medications
Code 210
Status Active
Adopted

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and ~~family physician~~ **licensed prescriber** will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a ~~licensed physician~~ **prescriber** ^[JH1] and any over-the-counter medicines.

For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, **and licensed prescriber**, giving permission for such administration ~~and relieving the Board and its employees of liability for administration of medication or the written order of the prescribing physician, which shall include the purpose of the medications, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.~~ ^{[1][2]}

Delegation of Responsibility

The Superintendent or designee, in conjunction with the ~~head nurse~~ **Certified School Nurse (CSN)**, shall develop ~~procedures administrative regulations~~ **procedures** for the administration and self-administration of students' medications.

All medications shall be administered by the ~~school nurse or designee~~ **Certified School Nurse**, or ~~self-administered by the student upon written request~~ **in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.**

~~All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing the responsibility.~~

~~Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.~~

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care. [3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students. [4][5]

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and **procedures** **administrative regulations** governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

~~When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:~~

~~1. Obtain written permission from the physician or parent/guardian for administration of self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.~~

~~2. Review pertinent information with the student and/or parent/guardian, specifically:~~

- ~~a. Reason for taking this medication.~~
- ~~b. How often and length of time.~~
- ~~c. What will happen if medication is not taken or is taken incorrectly.~~
- ~~d. Physician comments about the medication.~~

~~3. Determine the student's ability to self-administer medication and the need for care and supervision.~~

~~4. Observe and evaluate the student's ability to self-administer during the initial administration.~~

~~5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:~~

- ~~a. Name of student.~~
- ~~b. Name of medication.~~
- ~~c. Medication dosage.~~
- ~~d. Time of administration.~~
- ~~e. Route of administration.~~
- ~~f. Signature of student and the monitor of self-administration.~~

~~g. Initiation and expiration date of drug.~~

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.^{[6][7]}

Students may possess and use asthma inhalers, ~~and~~ epinephrine auto-injectors, glucagon, and insulin and operate diabetes monitoring equipment when permitted in accordance with state law and Board policy.^{[8][9]}

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
- 3.
4. Methods for safe and environmentally friendly disposal of medications.
5. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and will be electronically logged.

Student Self-Administration of ~~Emergency~~ Medications

~~To self-administer medication, the student must be able to:~~ Prior to allowing a student to self-administer emergency medication, glucagon or insulin, or medication to be taken during after school activities or on field trips, the district shall require the following:[9]

1. ~~Respond to and visually recognize his/her name.~~ An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. ~~Identify his/her medication.~~ Written parent/guardian consent.
3. ~~Measure, pour and administer the prescribed dosage.~~ An Individual Health Plan including an Emergency Care Plan.
4. ~~Sign his/her medication sheet to acknowledge having taken the medication.~~ The nurse shall conduct a baseline assessment of the student's health status.
5. ~~Demonstrate a cooperative attitude in all aspects of self-administration.~~ The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of emergency medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Students who are authorized to self-administer their own medications may be required to store their medication with the staff member, chaperone or other responsible adult that is supervising, or assisting in the supervision of, the field trip or school-sponsored activity, as deemed appropriate.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed ~~prescriber~~prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.^[JJH2]

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Legal

1. 24 P.S. 510

2. 22 PA Code 12.41

3. 42 Pa. C.S.A. 8337.1

4. Pol. 103.1

5. Pol. 113

6. 24 P.S. 1409

7. Pol. 216

8. 24 P.S. 1414.1

9. Pol. 210.1

10. Pol. 121

24 P.S. 1401

24 P.S. 1402

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

210-Attach-MedAdmin LicensedPrescrOrder.docx (20 KB)

**Medication Administration Consent And
Licensed Prescriber Order**

Saucon Valley School District

Student Name: _____ Date/Time: _____

School: _____ Teacher/Grade: _____

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student’s parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child’s licensed prescriber’s directions.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name printed: _____ Phone: _____

Licensed Prescriber Medication Order:

Patient’s name: _____ Date: _____

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions: _____

Discontinuation date: _____

Allergies: _____

Licensed prescriber signature: _____

Licensed prescriber name printed: _____ Phone: _____

Book Policy Manual

Section 200 Students

Title Medications

Code 210 AR 0

Status Active

Last Revised

Last Reviewed

Prior Revised Dates

210-AR. MEDICATIONS

MEDICATION PROCEDURES:

This Administrative Regulation (AR) sets forth procedures for implementing District policy no. 210 concerning the administration of medication and policy no. 210.1 regarding self-administration of medications.

Employees of the Saucon Valley School District, except for school nurses and/or licensed health room aides, and athletic trainers, are generally not trained to administer medication to students.

-

Under certain circumstances, administration of certain emergency medication may be performed by school employees who are not licensed to administer medication, but who have been trained to administer the specified emergency certain medications ~~that may be lawfully administered by a trained school employee including administration of medication under an emergency in accordance with law.~~

The district recognizes that there are extenuating circumstances, which make it necessary for certain students to receive prescribed medication during the school day. Where these extenuating circumstances exist, the certified school nurse, or a registered nurse or a licensed practical nurse who is employed as a health room aide, will administer the medication, providing the parent/guardian has submitted and signed the proper authorization form and there is a prescription order from a licensed medical provider or District standing order. ~~When the school nurse and/or licensed health room aide is unable to administer the prescribed medication, the principal or principal's designee will administer the medication as directed on the authorization form and pursuant to District policy 210.1001.1012.~~

It is the parent/guardian's responsibility to assure an adequate supply of medication in the Nursing Office. Two verbal attempts and one electronic attempt will be documented when supplies reach the five (5) day mark.

When consistent with a physician's orders or instructions, the parent/guardian should attempt to administer the medication before or after school hours.

If it becomes necessary for a parent/guardian to send prescribed medication to school with a student, the school nurse and/or licensed health room aide should follow the guidelines as stated in the Saucon Valley School District Medication Policy (No. 210).

If a physician has given permission for a student to carry medication for self-administration while attending school or participating in a school-sponsored activity, the school nurse and/licensed health room aide should follow the Saucon Valley School District Policy titled **Possession/Use of Self-Administration Medication**. (No.210.1).

Transportation/Disposal of Medication:

All medications, prescription and nonprescription, must be delivered to the school nurse by an adult. Student transportation of medication will be in violation of the school district's drug and alcohol policy. A case-by-case individual review, by administration, may be considered. First offense: is a warning to student and phone call to parent. Second offense: refer to administration for discipline.

The exception to the medication carry procedures exists with students who have a diagnosis of diabetes type I, asthma, or other diagnosis from the student's health care provider and the receipt of parental/guardian consent and health care provider orders allowing for the student to carry and self-administer medications subject to School District approval and providing further that the self-carry of the medication is not otherwise prohibited by law. The parent/guardian of students having such diagnosis, shall provide a new health care provider order for each school year to allow for the student to carry medications. Refer to **Possession/Use of Self-Administration Medications policy 210.1** for additional information. [JH3]

Controlled Substance medication will be counted with the parent/designee upon delivery to the nursing office and recorded on the medication count sheet. Non controlled substance medication may be counted at the nurse's discretion.

Medications needed to be available to students or carried by students for extracurricular activities will be handled on an individual basis by the administration in accordance with policy and law.

Medications that need to be returned at the end of the school year will be counted and documented on the Medication Administration Consent and Licensed Prescriber Order form in the top right-hand corner and initialed. At the end of each school year a notice will be sent home to the parent/guardian offering choices for the pick-up and return of medications. No more than ~~two~~ ^{three} documented [DB4][JH5] attempts will be sent to the parent/guardian prior to discarding medication. If the medication is expired, the medication may be disposed of without notice to the parent/guardian if not picked up within thirty days after the end of the school year. The Certified School Nurse (CSN) shall cooperate with families to return medications prior to discarding unexpired medications.

On the last day of the school year, the CSN will notify building administration of any remaining medications that require parent pick-up.

Any remaining medications that are not picked up by the parent/guardian within the required time periods will be disposed of ~~by crushing the medication and placing it into a biohazard box~~. The number of medications disposed of will be indicated on the Medication Administration Consent and Licensed Prescriber Order form on file from the school year just ended.

Medication Errors

A medication error is defined as a deviation from the standards of care in correct medication delivery, including:

1. Omitted dose.
2. Incorrect time of administration.
3. Incorrect dose.
4. Incorrect student.
5. Incorrect medication.
6. Theft of controlled substance from the health room.
7. Incorrect route.

Medication shall include all medicines prescribed by a physician.

In the event of a medication error:

1. All medication errors should be documented and reported to the Certified School Nurse (CSN) using the Medication Incident Report form.
2. The CSN notifies the parents/guardian of any medication error and building administrator (error 3, 4, 5, 6, 7) and secures the student's safety.
3. The licensed professional who prescribed the medication will be notified at the discretion of the CSN. Assess and observe the student.
4. Send a copy of the Medication Incident Report Form to the [Director of Special Education and Student Services](#). ~~Supervisor of Health and Wellness.~~

Standing Orders:

The district school physician will provide standing orders dated from August 1-July 31. [Saucon Valley Parkland School District Treatment Guidelines](#) will provide guidance to the administration of the standing order medication. Standing Orders may authorize administration of specific over-the-counter medications such as acetaminophen or ~~[JH6]~~antacids and/or emergency medications such as epinephrine to students according to defined protocol.

~~Standing order medication notification will be electronically posted for parental review.~~ Nurse's discretion will be utilized for standing order medication administration according to school district's Health Services Treatment Manual. Parents may discuss standing order medications for their child with the building CSN.

Administration of Stock Epinephrine Auto-Injectors ~~[JH7]~~

~~When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:~~

- ~~1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or district.~~
- ~~2. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription~~

~~on file for either the student or the district for self-administration.~~

- ~~-~~
- ~~3. Call for medical help immediately (dial 911).~~
- ~~-~~
- ~~4. Take additional precautionary steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.~~
- ~~-~~
- ~~5. Stay with the student until emergency medical help arrives.~~
- ~~-~~
- ~~6. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.~~
- ~~-~~
- ~~7. Notify the school nurse or designee of the incident.~~

~~**Overseeing the Student Self-Administration of Medication in School**~~

~~The school nurse shall be responsible for overseeing the student self-administration of medication in school including but not limited to the following tasks:~~

- ~~-~~
- ~~1. Obtain the required written request and statements from the parent/guardian and health care practitioner including the physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.~~
- ~~-~~
- ~~2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the health care practitioner including the physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.~~
- ~~-~~
- ~~3. Determine the student's ability to self-administer medication, proper safety precautions, and the need for care and supervision.~~
- ~~-~~
- ~~4. Complete and sign the self-administration paper work.~~
- ~~-~~
- ~~5. Develop, review and disseminate emergency care plans as needed.~~
- ~~-~~
- ~~6. Oversee educational training for faculty and staff.~~

~~The CSN will reference the Health Service Manual for specific medication guidelines for self administration.~~

Title 210.1 Possession/~~Use of Self-Administration~~Administered Medication of and Asthma Inhalers/Epinephrine Auto-Injectors

Section 200 Pupils

Code 210.1

Adopted

Authority

The Board shall permit students in district schools to possess asthma inhalers **and epinephrine auto-injectors** and to self-administer ~~the certain~~ prescribed medication ~~used to treat asthma when such is parent authorized.~~

~~Possession and use of asthma inhalers by students shall be in accordance~~ **in compliance** with state law and Board policy.^{[1][2]}

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.^[3]

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.^[4]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

~~Licensed prescriber shall mean a licensed physician (MD or DO), certified registered nurse practitioner, or physician assistant.~~

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a **licensed** ~~physician, certified registered nurse practitioner or physician assistant~~ **prescriber.**

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and **self-administration** of asthma inhalers ~~and self-administration of prescribed medication~~ **or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors**^[DB1].

The **District Superintendent or designee** shall annually ~~inform~~ **distribute to** students, parents/guardians, and staff ~~the this~~ policy ~~and procedures governing student possession and use of the asthma inhalers~~ **along with the Student Code of Conduct by publishing such in handbooks and**

newsletters, on the district's website, and through posted notices and other efficient methods.^{[1][5][6][7]}

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

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.^[3]

Parents/guardians have the right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption^{[DB2][JJH3]} form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.^[3]

The district shall post this policy ~~and opt-out form~~ on the district website and make the opt-out form available through the school nurse.

~~When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:~~

- ~~1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.~~
- ~~2. The physician/registerd nurse practitioner/physician's assistant will determine the student ability to self-administer medication and the need for care ans supervision and complete the self-administration form, which will be kept on file in the school nurse office.~~
- ~~3. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.~~
- ~~4. Maintain an individual medication log for all students possessing asthma inhalers.~~

Guidelines

Administration of asthma inhalers and epinephrine auto^[DB4]-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).^{[2][3][8][9][10][11]}

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.^{[2][9][12][13][14][15]}

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.^{[13][14]}

Student Self-Administration of Asthma Inhalers, ~~and~~ Epinephrine Auto-Injectors, ~~and~~ Other Medications

To self-administer medication, the student must be able to:

- ~~1. Respond to and visually recognize his/her name.~~
- ~~2. Identify his/her medication.~~
- ~~3. Demonstrate the proper technique for self-administering medication.~~
- ~~4. Sign his/her medication sheet acknowledge having taken the medication.~~

5. Demonstrate a cooperative attitude in all aspects of self-administration.

In accordance with Board policy and applicable law, a student may possess and use an asthma inhaler, epinephrine auto-injector during school hours and may possess and use other self-administered medication during after school activities and on field trips. Before a student may possess or use an asthma inhaler, ~~or epinephrine auto-injector, or other self-administered medication during in the school hours setting,~~ the Board shall require the following:^{[1][8]}

1. A written request from the parent/guardian that the school complies with the order of the **licensed physician, certified registered nurse practitioner or physician assistant prescriber.**
2. A **written** statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed ~~physician, certified registered nurse practitioner or physician assistant prescriber~~ that states:
 - a. **Name of the student.**
 - b. Name of the drug.
 - c. Prescribed dosage.
 - d. Times medication is to be taken.
 - e. Length of time medication is prescribed.
 - f. Diagnosis or reason medication is needed, ~~unless confidential [1][5].~~
 - g. Potential serious reaction or side-effects of medication.
 - h. Emergency response.
 - i. If child is qualified and able to self-administer the medication.
4. **A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler, and/or epinephrine auto-injector, or other medication in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.**^[1]

The district reserves the right to require a statement from the licensed ~~physician, certified registered nurse practitioner or physician assistant prescriber~~ for the continued use of a medication beyond the specified time period.^[1] Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication. **A written request for student use of an asthma inhaler, and/or epinephrine auto-injector, or other self-administered medication shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year,**

the parent/guardian and the licensed ~~physician, certified registered nurse practitioner or physician assistant/prescriber~~ shall update the written statements.^[1]

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.^[1]

~~During school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities, Students~~ ~~students~~ shall be ~~made aware that the~~ prohibited from sharing, giving, selling, and using an asthma inhaler, ~~is intended for his/her use only and may not be shared with other students~~ ~~or~~ epinephrine auto-injector, ~~or other medication~~ in any manner other than which it is prescribed ~~during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities~~. Violations of this policy ~~by a student,~~ provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector shall may result in ~~immediate confiscation~~ loss of privilege to self-carry ~~of~~ the asthma inhaler ~~and medication and loss of privileges~~ or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.^{[1][2][7][16][17]}

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector, ~~or if~~ the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees, and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.^[1]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction. Standing orders will be signed by the school physician.

The standing order shall be maintained in the ~~Pupil Services'~~ Nurses' office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.^[3]

Stock epinephrine auto-injectors 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.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.^{[DB6][JJH7]}

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors 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 epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[\[3\]\[18\]\[19\]\[20\]\[21\]](#)

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[\[3\]](#)

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

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

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[\[3\]\[22\]\[23\]\[24\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

IMMUNIZATION AND EPINEPHRINE ADMINISTRATION EXEMPTION FORM

Medical Exemption

Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this subchapter. A signed statement from a physician or their designee is attached to this form.

Religious Exemption

a.) Children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of strong moral or ethical conviction similar to religious belief.

STATEMENT OF EXEMPTION TO IMMUNIZATION LAW

Name of Student: _____

Name of Parent/Guardian: _____

Address: _____

Phone _____ Present Grade _____ Date of Birth _____

Type of Exemption: _____ Medical (physician statement attached) _____ Religious

Signature Parent/Guardian _____ Date _____

Exemption Requested From the Following Immunizations:

All Students

- _____ 4 doses of Tetanus and Diphtheria (1 dose on or after the 4th birthday)
- _____ 4 dose of polio (last dose on or after the 4th birthday)
- _____ 2 dose of Measles, Mumps, Rubella (usually given as MMR)
- _____ 3 doses or hepatitis B
- _____ 2 doses of Varicella (chickenpox) or history of disease
- _____ All vaccines listed above

Students in 7th Grade

- _____ 1 dose of Tetanus, Diptheria, Pertussis (Tdap)
- _____ 1 dose of meningococcal conjugate vaccine (MCV)

Students in 12th Grade

- _____ 2 dose of MCV (1 dose for 7th grade, 2nd dose for 12th grade entry)

Emergency Epinephrine Opt-Out Form

Information You Should Know About Emergency Epinephrine

Emergency epinephrine is:

- Used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

Per Pennsylvania law, emergency epinephrine may be administered to:

- Students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector
- Students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school

Persons who may administer emergency epinephrine include:

- A nurse working in the school building
- A trained unlicensed school employee (auto-injector only)

Emergency epinephrine is administered by either:

- Auto-injector, or
- drawing medication from a vial into a syringe and injecting intramuscular

Emergency epinephrine is stored:

- In a secured location on school premises

I acknowledge that I have read this document in its entirety and fully understand it. By signing this form, I am declining administration of emergency epinephrine for my student in the event they exhibit signs of a severe allergic reaction. I UNDERSTAND THAT THE POSSIBLE NEGATIVE HEALTH CONSEQUENCES FOR MY STUDENT IF THEY ARE EXPERIENCING A SEVERE ALLERGIC REACTION AND DO NOT RECEIVE EMERGENCY EPINEPHRINE INCLUDE DEATH. I understand that I may change my choice at any time by contacting the certified school nurse in writing.

Student Name: _____ Grade: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

School Personnel Witness of Signature: _____ Date: _____

Saucon Valley School District

Policy

Title – 317 Conduct/Disciplinary

Section – 300

Adopted – November 14, 2006

Revised – March 9, 2021

Content

PURPOSE

Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

DEFINITION

~~Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, a replica of a weapon, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Weapon shall not include items or tools typically permissible in an educational setting, including, but not limited to scissors, paper cutters, saws, awls, [insert whatever else may apply].~~ [JJH1]

GUIDELINES

All ~~administrative~~ employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

All ~~administrative~~ employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

When demotion or dismissal charges are filed against a ~~certificated administrative~~ employee pursuant to law, the Board shall hold a hearing in accordance with the

procedures established in the School Code; non-certificated ~~administrative~~ employees may be entitled to a hearing at the employee's request, pursuant to the School Code and local agency law

When engaged in assigned duties, no employee shall participate in activities that include, but are not limited to, the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Causing intentional damage to district property, facilities, and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings, and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules, and regulations.

9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
11. Non-professional relationships with students.

Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of administrative employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of administrative employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of administrative employee misconduct.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules, and procedures that provide progressive penalties, including but not limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

LEGAL REFERENCES

24 P.S. 1122
24 P.S. 1151
22 PA Code 235.10
24 P.S. 510
24 P.S. 514
Pol. 351
Pol. 451
Pol. 551
2 Pa. C.S.A. 551 et seq
24 P.S. 1121
24 P.S. 1126
24 P.S. 1127
24 P.S. 1128
24 P.S. 1129

24 P.S. 1130
23 Pa. C.S.A. 6344.3
24 P.S. 111
24 P.S. 2070.9a
24 P.S. 2070.1a et seq
22 PA Code 235.1 et seq
23 Pa. C.S.A. 6301 et seq

Book School District

Section 300 Employees

Title Educator Misconduct

Code 317.1 Vol IV 2020

Status Active

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

Definitions

Educator - shall mean a person who holds a certificate.[\[3\]](#)

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

Sexual Abuse or Exploitation - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[\[6\]](#)
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

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 and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[\[5\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[\[5\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[\[5\]](#)[\[7\]](#)[\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[9\]](#)

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.[\[11\]](#)[\[12\]](#)

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline **under the Educator Discipline Act** shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

PSBA Revision 7/20 © 2020 PSBA

Legal References

1. 22 PA Code 235.1 et seq

2. 24 P.S. 2070.1a

3. 24 P.S. 2070.1b

4. 23 Pa. C.S.A. 6303

5. 24 P.S. 2070.9a

6. Pol. 806

7. 24 P.S. 111

8. Pol. 317

9. 24 P.S. 2070.9c

10. 24 P.S. 2070.11

11. Pol. 103

12. Pol. 104

13. 24 P.S. 2070.17b

14. 24 P.S. 2070.17a

23 Pa. C.S.A. 6301 et seq

24 P.S. 2070.1a et seq

© PSBA 2022