



UPPER ST. CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mr. Patrick A. Hewitt, President • Mr. Phillip J. Elias, Vice President • Mrs. Amy L. Billerbeck
Mrs. Barbara L. Bolas • Mrs. Jennifer L. Bowen • Dr. Daphna Gans • Mr. Louis P. Mafrice, Jr.
Mrs. Angela B. Petersen • Mrs. Jennifer A. Schnore
Dr. John T. Rozzo, Superintendent • Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Monday, September 13, 2021 @ 7:00pm
District Administration Building Board Room

Notice having been advertised and posted and members duly notified, a Board Meeting of the Board of School Directors was held on September 13, 2021 in the District Administration Board Room.

School Board Members in Attendance:

Mr. Patrick A. Hewitt, President (in-person)
Mr. Phillip J. Elias, Vice President (in-person)
Mrs. Amy Billerbeck (in-person)
Mrs. Barbara L. Bolas (in-person)
Mrs. Jennifer L. Bowen (not in attendance)
Mr. Louis P. Mafrice Jr. (in-person)
Mrs. Angela Petersen (in-person)

School Personnel in Attendance:

Dr. John T. Rozzo, Superintendent (in-person)
Mrs. Amy Pfender, Assistant to the Superintendent (in-person)
Mr. Ray Carson, Senior Director of Operations & Administrative Services (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Lou Angelo, Director of Facilities and Operations (virtual)
Mr. Ray Berrott, Director of Technology (in-person)
Dr. Lauren Madia, Director of Pupil Services (virtual)
Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer, Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (in-person)

Call to Order

(Hewitt, School Board President)

Mr. Hewitt called the meeting to order at approximately 7:23pm.

Resident's Comments - (Regarding Voting Agenda items only)

Note: As per Guidelines for Resident's Comments, please state your name and address and limit your comments to three minutes.

At this time, residents gave their comments.

Approval of Agenda

(Hewitt, School Board President)

MOTION: By Elias: I move that the Board approve the Agenda, as presented. Seconded by Schnore and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. Approval of Staffing Resolution - Teacher Aides

(Pfender, Assistant Superintendent)

Increase: .50 Teacher Aide at Streams Elementary School
(Resolution 2021-18)

Increase: 1.0 Teacher Aide at Boyce Middle School
(Resolution 2021-19)

MOTION: By Schnore: I move that the Board approve the Staffing Resolutions 2021-18: Increase .50 Teacher Aide at Streams Elementary School and 2021-19: Increase 1.0 Teacher Aide at Boyce Middle School. Seconded by Petersen and carried by unanimous voice vote.

Mrs. Pfender reviewed the Staffing Resolution for Teacher Aides. She noted the resolutions pertain to special education student needs.

Mr. Mafrice asked a question regarding the resolutions and budget. Mrs. Pfender answered his question.

b. Approval of Staffing Resolution - Bus Attendant

(Angelo, Director of Operations & Facilities)

Increase: 1.0 (10 month) Bus Attendant
(Resolution 2021-20)

MOTION: By Petersen: I move that the Board approve the Staffing Resolution 2021-20 Increase: 1.0 Bus Attendant. Seconded by Mafrice and carried by unanimous voice vote.
(Voice Vote)

Dr. Angelo reviewed the staffing resolution for a bus attendant. He noted that the position is related to the above-mentioned special education student needs.

c. Approval of Personnel Listings

(Carson, Sr. Director of Operations & Administrative Services)

MOTION: By Mafrice: I move that the Board approve the Personnel listing as presented, subject to all required pre-employment history reviews and clearance requirements. Seconded by Gans and carried by unanimous voice vote.

Mr. Carson reviewed the Personnel Listing.

d. Approval of Changes to the 2021-2022 School Calendar

(Rozzo, Superintendent of Schools / Pfender, Assistant Superintendent)

MOTION: By Gans: I move that the Board approve the changes to the 2021-2022 School Calendar. Seconded by Bolas and carried by unanimous voice vote.

Dr. Rozzo reviewed the changes to the 2021-2022 school calendar, which include a date change to the Elementary School Open House.

Dr. Gans asked a question about the calendar change. Dr. Rozzo answered her question.

e. Approval to Request Bids for the Boyce Middle School Paving Project

(Angelo, Director of Operations & Facilities)

MOTION: By Bolas: I move that the Board authorize the Administration to request bids for the Boyce Middle School Paving Project. Seconded by Billerbeck and carried by unanimous voice vote.

Dr. Angelo reviewed the request for bids for the Middle School Paving Project. He advised the project is related to the recent Boyce water line break, which caused damage to the Boyce parking lot. He noted that the project will also include a water line replacement.

Mrs. Schnore and Mr. Mafrice asked questions about the project. Mr. Burchill and Dr. Angelo answered their questions.

f. Approval of an Agreement with Edulink for the use of the Comply System, for a Term of One-Year, at an Annual Licensing Fee of \$4,280.00

(Berrott, Director of Technology)

MOTION: By Billerbeck: I move that the Board approve a one-year agreement with Edulink for the use of the Comply system, with automatic yearly renewals, contingent upon final terms acceptable to the Superintendent and Solicitor. Seconded by Elias and carried by unanimous voice vote.

Mr. Berrott reviewed the Agreement with Edulink. He advised that Comply will replace the District's current Act 48 credit keeper.

g. Approval of the following Student Support Service Amendments:

(Pfender, Assistant Superintendent)

- i. Amendment to Consultant Agreement with Rhonda Battenfelder for Additional Special Education Supervisor Support
- ii. Amendment to the Watson Institute Service Agreement: Training and Consultation for up to \$890 per day, previously approved at \$875 per day, to also include mileage at IRS regulation as needed

MOTION: By Elias: I move that the Board approve the amendment to the Consultant Agreement with Rhonda Battenfelder to eliminate the limit on weekly service hours and the amendment to the Watson Institute Service Agreement, contingent upon final terms acceptable to the Superintendent and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

Mrs. Pfender reviewed the Student Support Service Amendments with Rhonda Battenfelder with the Watson Institute.

h. Approval of the following Student Support Services Contracts

(Pfender, Assistant Superintendent)

- i. Consultant Agreement with MB Therapy, LLC for speech and language services, to begin September 1, 2021 through August 31, 2022, at a rate of \$25 per unit, for one student.
- ii. Services Agreement Wesley Family Services to provide contracted school psychologist services at a rate of \$95 per hour for an initial period of 12 weeks beginning September 14, 2021.

- iii. Services agreement with ACLD Tillotson School to include tuition and related services at \$287.23 per day for one student placement during the 2021-2022 school year and/or until a state approved funded slot becomes available where the district will then be responsible for 40% of the cost of the placement.

MOTION: By Schnore: I move that the Board approve the Consultant Agreement with MB Therapy LLC, the Services Agreement with Wesley Family Services, and the Services Agreement with ACLD Tillotson, contingent upon final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.

Mrs. Pfender reviewed the Student Support Service Contracts with MB Therapy, Wesley Family Services, and ACLD Tillotson.

i. Second Reading and Adoption of PSBA Revisions and New Policies: 200s, 800s and Deletion of Certain Policies

(Pfender, Assistant Superintendent/Kramer, Solicitor)

MOTION: By Petersen: I move that the Board approve the Adoption of the PSBA Revisions and New Policies 200s, 800s, and Deletion of Certain Policies, as presented. Seconded by Mafrice and carried by unanimous voice vote.

Mrs. Kramer reviewed the PSBA revisions and new policies, 200s and 800s. She noted that some of the policies had incorrect dates listed for the first reading. She advised that the dates will be corrected and included in the Board Minutes.

- 218.1 - Weapons
- 218.2 - Terroristic Threats
- 236.1 - Threat Assessment
- 247 - Hazing
- 249 - Bullying/Cyberbullying
- 252 - Dating Violence
- 800 - Records Management
- 800.1 - Electronic Signatures / Records
- 801 - Public Records
- 805 - Emergency Preparedness and Response
- 805.2 - School Security Personnel
- 806 - Child Abuse
- 807 - Opening Exercises Flag Displays
- 808- Food Service
- 810 - Transportation
- 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers
- 810.2 - Transportation - Video Audio Recording
- 810.3 - School Vehicle Drivers

- 814 - Copyright Material
- 816 - District Social Media
- 818 - Contracted Services Personnel
- 819 - Suicide Awareness, Prevention and Response
- 822 - Automated External Defibrillator (AED) Cardiopulmonary Resuscitation (CPR)
- 823 - Naloxone
- 824 - Maintaining Professional Adult Student Boundaries
- 827 - Conflict of Interest
- 828 - Fraud
- 830 - Breach of Computerized Personal Information
- 800's Cross Reference Sheet

Adjournment

(Hewitt, School Board President)

The meeting was adjourned at approximately 7:46pm.

*Meetings are recorded and will be broadcast
on the District's website at www.uscsd.k12.pa.us*

Personnel List**Board Meeting****September 13, 2021****ELECTION**

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Caruso, Martina	Eisenhower	Annual Weekly Substitute	Substitute	09-07-21 through 06-09-22
Connor, Linda	Baker	1.0 Librarian (LTS for Y. Gipson)	LTS	TBD through LDTR
Derry, Erin	Streams	1.0 Teacher Aide	FT	TBD
Geisler, Jacqueline	Ft. Couch	Assistant Coach: Middle School Girls Volleyball	ECA	08-30-21 through 10-25-21
Houck, Jamie	Substitute	Substitute Teacher (Certified)	Substitute	08-25-21
Houck, Jamie	Substitute	Substitute Teacher Aide	Substitute	08-25-21
Jenner, Robert	Bus Garage	1.0 Van Driver	PT	08-19-21
Kirk, Ian	DAB	Technology Department - Student Helper	PT	08-20-21
Lafferty, Emily	Ft. Couch	Annual Weekly Substitute	Substitute	08-30-21 through 06-09-22
Peck, Alan	District Wide	1.0 District Driver/Delivery	FT	09-16-21
Rectenwald, Kerry	Bus Garage	Substitute Bus Driver	Substitute	08-19-21
Roggy, Laura	Substitute	Substitute Teacher (certified)	Substitute	09-01-21
Rossa, Carol	Substitute	Substitute Teacher Aide	Substitute	08-30-21
Wetzel, Robert	Substitute	Substitute School Police Officer	Substitute	09-14-21
Yurelich, Emily	High School	Marching Band - Band Instructor (Auxiliary)	ECA	08-01-21 through 11-06-21

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Autieri, Tonia	Boyce	1.0 School Counselor-Temporary Professional Employee	FT	1.0 School Counselor-Professional Employee	FT	08-15-2021

Bulazo, Judith	DAB	Director of Curriculum & Professional Development	FT	Leave	Leave	Beginning 09-02-21
Campbell, Courtney	Eisenhower	1.0 Elementary Teacher - Temporary Professional Employee	FT	1.0 Elementary Teacher - Professional Employee	FT	08-15-2021
Cosnek, Steven	Streams	1.0 Music Teacher - Temporary Professional Employee	FT	1.0 Music Teacher - Professional Employee	FT	08-15-2021
Cottrill, Deana	Eisenhower	1.0 Teacher Aide	FT	Leave	Leave	08-18-21 through 11-16-21
Engel-Ferrari, Rachel	High School	Assistant Theater Technician	ECA	Head Theater Technician	ECA	2022-2022 School Year
Flynn, Jennifer	Bus Garage	1.0 Bus Attendant	PT	1.0 Bus Driver	PT	08-19-21
Fortson, Carolyn	Streams	1.0 Elementary Teacher - Temporary Professional Employee	FT	1.0 Elementary Teacher - Professional Employee	FT	08-21-2021
Galloway, Denise	Boyce	1.0 Spanish Teacher	FT	Leave	Leave	Beginning 09-09-21
Giran, Maureen	Eisenhower	Annual Weekly Substitute	Substitute	1.0 Elementary Teacher (Per Diem Substitute for Bodamer)	Substitute	08-24-21 through 11-05-21
Hendrickson, Katherine	Streams	1.0 Elementary Teacher	FT	Leave	Leave	01-03-21 through 04-01-21
Hendrickson, Katherine	Streams	1.0 Elementary Teacher - Temporary Professional Employee	FT	1.0 Elementary Teacher - Professional Employee	FT	08-15-2021
Hill, Caitlin	Baker	1.0 Elementary Teacher	FT	Leave	Leave	11-22-21 through 05-20-22
Hollist, Suzan	Boyce	Annual Weekly Substitute	Substitute	1.0 Resource/ELA Teacher (LTS for S. Nicklas)	LTS	08-18-21 through 01-20-22
Jacobs, Jennifer	Baker	1.0 Elementary Teacher - Temporary Professional Employee	FT	1.0 Elementary Teacher - Professional Employee	FT	08-15-2021
Jordan, William	Baker	1.0 Custodian	FT	Leave	Leave	Beginning 08-05-21
Joseph, Heidi	Baker	1.0 Teacher Aide	FT	Leave	Leave	Beginning 08-18-21

Kenny, Jessica	Eisenhower	1.0 Elementary Teacher - Temporary Professional Employee	FT	1.0 Elementary Teacher - Professional Employee	FT	08-15-2021
Kilberg, Brianna	High School	Assistant Coach - Field Hockey	ECA	N/A	N/A	08-16-21 through 10-30-21
King, Carole	Eisenhower	1.0 Teacher Aide	FT	Leave	Leave	Beginning 09-07-21
Martini, Karen	Boyce	Annual Weekly Substitute	Substitute	1.0 Teacher Aide	FT	09-01-21
Mathews, Gordon	High School	1.0 School Counselor-Temporary Professional Employee	FT	1.0 School Counselor-Professional Employee	FT	08-15-2021
Mauro, Darlene	Bus Garage	1.0 Bus Driver	PT	1.0 Bus Driver-Floater	FT	09-20-21
McKeever, Rebecca	Baker	1.0 Teacher Aide	FT	Leave	Leave	08-18-21 through 09-03-21
Newman, Corinne	High School	1.0 Chemistry Teacher - Temporary Professional Employee	FT	1.0 Chemistry Teacher - Professional Employee	FT	08-15-2021
Polinski, Amy	Ft. Couch	Annual Weekly Substitute	Substitute	1.0 English Teacher (Per Diem Substitute for L. Lutton)	Substitute	08-23-21 through 10-05-21
Ramsey, Chie	High School	0.6 Japanese Teacher - Temporary Professional Employee	FT	0.6 Japanese Teacher - Professional Employee	FT	08-21-2021
Rocco, Mary Rae	High School	Head Coach - Field Hockey	ECA	N/A	N/A	08-16-21 through 10-30-21
Rudzke, Jennifer	DAB	1.0 Psychologist	FT	Leave	Leave	08-30-21 through 11-30-21
Schratz, Sammi	High School	Assistant Coach: Field Hockey	ECA	Assistant Coach: Field Hockey	Volunteer	08-16-21 through 10-30-21
Snee, Ann	Bus Garage	Substitute Bus Driver	Substitute	1.0 Bus Driver-Floater	FT	09-20-21
Taylor, Elizabeth	Eisenhower	0.5 Teacher Aide	PT	Substitute Teacher Aide	Substitute	08-20-21
Thompson, Jennifer	High School	1.0 Special Ed Teacher	FT	Leave	Leave	12-09-21 through 03-11-22

Vargo, Jami	Streams	1.0 School Nurse - Temporary Professional Employee	FT	1.0 School Nurse - Professional Employee	FT	08-15-2021
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REAPPOINTMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Brown, Natalie	Boyce	Annual Weekly Substitute	Substitute	09-07-21 through 06-09-22
Corona, Cara	High School	Fall Play: Costumes	ECA	08-29-21 through 10-31-21
Engel-Ferrari, Rachel	High School	Fall Play: Technical Director	ECA	08-29-21 through 10-31-21
Gibson, Connie	High School	Fall Play: Producer	ECA	08-29-21 through 10-31-21
Hunsberger, Tom	High School	Fall Play: Producing Artistic Director	ECA	08-29-21 through 10-31-21
Kulzer, Jessica	Substitute	Substitute Teacher (certified)	Substitute	09-08-21
Strawn, Brooke	Substitute	Substitute Teacher (certified)	Substitute	09-01-21
Wagner, Greg	High School	Assistant Athletic Director	ECA	08-16-21 through 05-31-21
Werner, Mary Elizabeth	High School	Fall Play: Scenic Painter	ECA	08-29-21 through 10-31-21

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Kulik, James	Baker	1.0 Custodian	FT	9-1-21

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Bezems, Benjamin	Substitute	Substitute Teacher	Substitute	08-23-21
Chamberlin, Leann	Substitute	Marching Band: Auxiliary Assistant Coordinator	ECA	06-30-21
Durbin, Courtney	Substitute	Substitute Teacher	Substitute	08-23-21
Gaetano, Samuel	High School	Assistant Athletic Director	ECA	08-30-21
Grogan, Sarah	Substitute	Substitute Teacher	Substitute	08-23-21
Gutierrez, Marianna	Substitute	Substitute Teacher	Substitute	08-23-21

Hutchinson, Jena	Substitute	ETC Substitute Teacher	Substitute	08-29-21
Kelly, Nicole	Boyce	1.0 Resource/ELA Teacher (LTS for S. Nicklas)	LTS	08-19-21
Kelly, Nicole	Ft. Couch	Head Coach: Middle School Girls Volleyball	ECA	08-19-21
Kott, Samantha	Substitute	Substitute Teacher	Substitute	08-23-21
Liebel, Garret	Substitute	Substitute Teacher	Substitute	09-02-21
Marti, Jena	Substitute	Substitute Teacher	Substitute	08-29-21
Polfus, Jill	Substitute	Marching Band: Auxiliary Coordinator	ECA	06-30-21
Powell, John	Substitute	Substitute Custodian	Substitute	06-15-21
Rush, Paul	Substitute	Marching Band: Percussion Coordinator	ECA	06-30-21

INFORMATION ONLY:

Doggrell, Cassandra (DAB - Director, Student Support Services) - Change Leave FROM 08-30-21 through 11-22-21 TO 08-03-21 through 10-26-21

Karambelkar, Elizabeth (HS - 1.0 Math Teacher - LTS for A. Vizzini) - FROM First Semester TO 2021-2022 School Year (08-18-21 through LDTR)

Lehman, Denise (1.0 Teacher Aide) - Location change from High School to Boyce (effective 09-14-21)

Pascarella, Kelly (Boyce - 1.0 Elementary Teacher) - Leave FROM 04-06-21 through 01-17-22 TO 04-06-21 through LDTR

Poling, Ailsa (Boyce - 1.0 Elementary Teacher - LTS for K. Pascarella) - FROM First Semester TO 2021-2022 School Year (08-18-21 through LDTR)

Vizzini, Antoinette (HS - 1.0 Math Teacher) - Leave FROM 08-18-21 through 01-07-22 to TO 2021-2022 School Year (08-18-21 through LDTR)

Upper St. Clair School District

2021-2022 Adopted School Calendar (DRAFT - 09.13.2021)

July 2021							July 5 Closed, Independence Day	August 2021							Aug. 18 Teacher Inservice #1 (Staff Opening Day) Aug. 19 Teacher Inservice #2 (Act 80) Aug. 20 Teacher Inservice #3 (Act 80) Aug. 23 Teacher Inservice #4 (Classroom Mang. #1 / Flex) Aug. 24 Students First Day of School			
S	M	T	W	T	F	S		S	M	T	W	T	F	S				
					1	2		3		2	3	4	5	6		7		
4	5	6	7	8	9	10		8	9	10	11	12	13	14				
11	12	13	14	15	16	17		15	16	17	18	19	20	21				
18	19	20	21	22	23	24		22	23	24	25	26	27	28				
25	26	27	28	29	30	31		29	30	31								
								Students = 6 Days Teachers = 10 Days										
September 2021								Sept. 6 No School, Labor Day Sept. 23 High School Open House (Early Dismissal) ** Sept. 24 First Quarter Progress Reports Sept. 29 Elementary School Open House (Early Dismissal) ** Sept. 30 Boyce Open House (Early Dismissal)**	October 2021							Oct. 7 Fort Couch Open House (Early Dismissal) ** Oct. 15 Half Day/Early Dismissal for students (Act 80) Dismissal Times: HS - 10:55am, MS - 11:55am, EL - 11:30am Oct. 29 First Quarter Marking Period Ends		
S	M	T	W	T	F	S			S	M	T	W	T	F			S	
				1	2	3								1			2	
5	6	7	8	9	10	11			3	4	5	6	7	8			9	
12	13	14	15	16	17	18			10	11	12	13	14	15			16	
19	20	21	22	23	24	25			17	18	19	20	21	22			23	
26	27	28	29	30			24		25	26	27	28	29	30				
							Students = 21 Days Teachers = 21 Days											
November 2021							Nov. 1 Teacher Inservice #5 (Classroom Mang. #2) Nov. 2 Teacher Inservice #6 (Act. 80) Nov. 3 Second Quarter Begins Nov. 8 Teacher Inservice #7 (Act. 80) Inservice #6 & #7 Parent/Teacher Conferences Nov. 15 First Quarter Report Cards Nov. 24-26 No School, Thanksgiving Recess		December 2021								Dec. 8 Second Quarter Progress Reports Dec. 23-31 No School, Winter Recess	
S	M	T	W	T	F	S			S	M	T	W	T	F	S			
	1	2	3	4	5	6						1	2	3	4			
7	8	9	10	11	12	13			5	6	7	8	9	10	11			
14	15	16	17	18	19	20			12	13	14	15	16	17	18			
21	22	23	24	25	26	27			19	20	21	22	23	24	25			
28	29	30						26	27	28	29	30	31					
								Students = 16 Days Teachers = 16 Days										
January 2022								Jan. 14 Second Quarter Marking Period Ends Jan. 17 Teacher Inservice #8 (Classroom Mang. #3) Jan. 18 Third Quarter Begins Jan. 31 Second Quarter Report Cards	February 2022							Feb. 17 Third Quarter Progress Reports Feb. 18 Teacher Inservice #9 (Act 80) Feb. 21 Teacher Inservice #10 (Act 80)		
S	M	T	W	T	F	S			S	M	T	W	T	F	S			
						1						1	2	3	4			5
2	3	4	5	6	7	8			6	7	8	9	10	11	12			
9	10	11	12	13	14	15			13	14	15	16	17	18	19			
16	17	18	19	20	21	22			20	21	22	23	24	25	26			
23	24	25	26	27	28	29	27		28									
30	31						Students = 18 Days Teachers = 20 Days											
March 2022							March 25 Half Day/Early Dismissal for Students (Act 80) Teacher's Professional Development Dismissal Times: HS - 10:55am, MS - 11:55am, EL - 11:30am March 25 Third Quarter Marking Period Ends March 28 Inservice #11 (Classroom Mang. #4) March 29 Fourth Quarter Begins		April 2022								April 8 Third Quarter Report Cards April 11-15 No School, Spring Recess April 18 Teacher Inservice #12 (Flex) April 25-29 PSSA Test - Eng Lang Arts (Grades 3-8)	
S	M	T	W	T	F	S			S	M	T	W	T	F	S			
			1	2	3	4								1	2			
6	7	8	9	10	11	12			3	4	5	6	7	8	9			
13	14	15	16	17	18	19			10	11	12	13	14	15	16			
20	21	22	23	24	25	26			17	18	19	20	21	22	23			
27	28	29	30	31				24	25	26	27	28	29	30				
								Students = 15 Days Teachers = 16 Days										
May 2022								May 2-13 PSSA Test - Optional Addtl Math, Science & Makeup (Grades 3-8) May 5 Elementary Schools S.T.A.R Night * May 12 Fort Couch Celebration of Learning * May 19 Boyce Celebration of Learning * May 20 Fourth Quarter Progress Reports May 30 No School, Memorial Day	June 2022							June 9 High School Commencement June 9 Last Day of School for Students*** June 9 Fourth Quarter Marking Period Ends June 10 Teacher Inservice #13 (Classroom Mang. #5) June 24 Fourth Quarter Report Cards: USC Parent Portal for Elementary, Middle, and High School		
S	M	T	W	T	F	S			S	M	T	W	T	F	S			
1	2	3	4	5	6	7						1	2	3	4			
8	9	10	11	12	13	14			5	6	7	8	9	10	11			
15	16	17	18	19	20	21			12	13	14	15	16	17	18			
22	23	24	25	26	27	28			19	20	21	22	23	24	25			
29	30	31					26		27	28	29	30						
							Students = 7 Days Teachers = 8 Days											
							TOTAL							Students = 183 Days Teachers = 196 Days				

	= Teacher Inservice/No School for students
	= Half Day / Early Dismissal for Students
	= No School
	= First & Last Day of School/Student Grade Reporting/Student Testing/Commencement
	= Remote Learning

*** Last day of school pending additional snow make-up days

- * Elementary S.T.A.R Night Early Dismissal @ 12:45pm (Elementary students only)
- ** Fort Couch Celebration of Learning Early Dismissal @ 1:15pm (Fort Couch students only)
- * Boyce Celebration of Learning Early Dismissal @ 1:15pm (Boyce students only)
- ** Elementary Open House - Elementary Early Dismissal @ 12:45pm (Elementary students only)
- ** Boyce Open House - Boyce Early Dismissal @ 1:15pm (Boyce students only)
- ** Fort Couch Open House - Fort Couch Early Dismissal @ 1:15pm (Fort Couch students only)
- ** High School Open House - High School Early Dismissal @ 12:35pm (High School students only)

Upper St Clair School District

2021-2022 Adopted School Calendar (DRAFT - 09.13.2021)

July 2021

5 Closed, Independence Day

September 2021

6 No School, (District Closed), Labor Day
 23 High School Open House
 (High School Early Dismissal @ 12:35pm)
 24 First Quarter Progress Reports
 29 Elementary School Open House
 (Elementary School Open House @ 12:45pm)
 30 Boyce Open House
 (Boyce Early Dismissal @ 1:15pm)

November 2021

1 Teacher Inservice #5 (Classroom Mang. #2)**
 2 Teacher Inservice #6 (Parent / Teacher Conferences /
 Inservice) – Act 80**
 3 Second Quarter Begins
 8 Teacher Inservice #7 (Parent / Teacher Conferences /
 Inservice) – Act 80**
 15 First Quarter Report Cards
 24-26 No School, (District Closed), Thanksgiving Recess

January 2022

14 Second Quarter Marking Period Ends
 17 Teacher Inservice #8 (Classroom Mang. #3)**
 18 Third Quarter Begins
 31 Second Quarter Report Cards

March 2022

25 Half Day / Early Dismissal for Students – Act 80*
 (Teacher's Professional Development)
 25 Third Quarter Marking Period Ends
 28 Teacher Inservice #11 (Classroom Mang. #4)**
 29 Fourth Quarter Begins

May 2022

2-13 PSSA Tests – Optional Additional Math, Science &
 Make-ups (Grades 3-8)
 5 Elementary School S.T.A.R Night
 (Elementary Early Dismissal @ 12:45pm)
 12 Fort Couch Celebration of Learning
 (Fort Couch Early Dismissal @ 1:15pm)
 19 Boyce Celebration of Learning
 (Boyce Early Dismissal @ 1:15pm)
 20 Fourth Quarter Progress Reports
 30 No School, (District Closed), Memorial Day

August 2021

18 Teacher Inservice #1 (Staff Opening Day)**
 19 Teacher Inservice #2 (Act 80)**
 20 Teacher Inservice #3 (Act 80)**
 23 Teacher Inservice #4 (Classroom Mang. #1 / Flex)**
 24 Students First Day of School

October 2021

7 Fort Couch Open House
 (Fort Couch Early Dismissal @ 1:15pm)
 15 Half Day / Early Dismissal for Students – Act 80*
 (Teachers' Professional Development)
 29 First Quarter Marking Period Ends

December 2021

8 Second Quarter Progress Reports
 23-31 No School, (District Closed), Winter Recess

February 2022

17 Third Quarter Progress Reports
 18 Teacher Inservice #9 (Act 80)**
 21 Teacher Inservice #10 (Act 80)**

April 2022

8 Third Quarter Report Cards
 11-15 No School, (District Closed), Spring Recess
 18 Teacher Inservice #12 (Flex)
 25-29 PSSA Tests – English Language Arts (Grades 3-8)

June 2022

9 High School Commencement
 9 Last Day of School for Students
 *Pending additional snow make-up days
 9 Fourth Quarter Marking Period Ends
 10 Teacher Inservice #13 (Classroom Mang. #5)
 24 Fourth Quarter Report Cards Available:
 Elementary, Middle, High School – USC Parent Portal

Key

*Early Dismissal Times:
 High School @ 10:55am
 Middle School @ 11:55am
 Elementary School @ 11:30am
 (Unless otherwise noted)

****** No School for students on
 Teacher Inservice Days

In accordance with Basic Education Circular 24 P.S. §15-1502, Days
 Schools not to be kept open, the following days are official School District
 Holidays: Labor Day, Thanksgiving Day, the Day after Thanksgiving,
 Christmas Eve, Christmas Day, New Year's Eve, New Year's Day,
 Memorial Day and Independent Day.

Students - 183 Total Days
Teachers – 196 Total Days



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. Rozzo, USCSB Board Members
From: Raymond Berrott
Date: September 9, 2021
RE: Edulink & Act 48 Tracking System

In 2016, the Board approved a contract with Edulink for their Act 48 Credit Keeper system. As an Act 48** professional development provider, we must track our professional development hours and submit them to the state. Professional employees are required to complete 180 hours of professional development during a 5-year window.

The system works well and provides efficiencies with tracking and submitting hours to PDE. Edulink has discontinued the Act 48 Credit Keeper program and integrated the functionality into their new product, Comply. Comply is a more comprehensive PA clearance tracking and management system of Act 48 hours, mandated training, requests, work orders, and other state mandates and district requirements. As of right now, we are only interested in using the Act 48 module.

Edulink allows existing customers to use the module at the same yearly price as last year (\$4280). The term is for one year, with automatic yearly renewals. During any school year, we can terminate the contract with a 30 days notice. We recommend migrating to Comply for our Act 48 tracking and submission needs.

I recommend the District enter into a one-year agreement with Edulink for the use of the Comply system, with automatic yearly renewals, contingent upon documentation acceptable to the Superintendent and Solicitor.

***Act 48 of 1999 requires all Pennsylvania educators holding Pennsylvania public school certification (including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility, and all vocational certificates) to participate in ongoing professional education.*

Book Policy Manual

Section 200 Pupils

Title Weapons

Code 218.1 Vol III 2021

Status Second Reading & Adoption: September 13, 2021
First Reading: August 18, 2021
From PSBA

Legal 1. 24 P.S. 1301-A

2. 24 P.S. 1317.2

3. Pol. 218

4. Pol. 113.1

5. Pol. 233

6. 20 U.S.C. 1400 et seq

7. 22 PA Code 10.23

8. Pol. 103.1

9. Pol. 113.2

10. Pol. 113.3

11. Pol. 805.1

12. 24 P.S. 1302.1-A

13. Pol. 805

14. 24 P.S. 1302-E

15. Pol. 236.1

16. 24 P.S. 1303-A

17. 22 PA Code 10.2

18. 22 PA Code 10.21

19. 22 PA Code 10.25

20. 18 U.S.C. 921

21. 18 U.S.C. 922

22. Pol. 200

18 Pa. C.S.A. 912

20 U.S.C. 7114

20 U.S.C. 7961

22 PA Code 403.1

34 CFR Part 300

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but **is** not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker **or assigned storage area**; **or** under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to **or from** school or a school-sponsored activity, or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.[\[2\]](#)[\[4\]](#)[\[5\]](#)

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[13\]](#)

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[14\]](#)[\[15\]](#)

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect 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.[\[11\]](#)[\[17\]](#)[\[19\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[11\]](#)[\[16\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

{ } In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.
[\[20\]\[21\]](#)

Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)[\[22\]](#)

NOTES:

Gun-Free School Zone Act was found unconstitutional – change language to read “In accordance with federal law...” and keep cites to 18 U.S.C. Sec. 921, 922.

The “replica of a weapon” language in the policy definition of “weapon” is not included in School Code 1301-A or 1317.2; it was included because PSBA and solicitors agree that districts may define “weapon” through policy based on their needs—that language was included as a recommendation from a school safety standpoint, since it is often difficult to tell whether a weapon, particularly a gun, is real or a model.

PSBA Revision 6/21 © 2021 PSBA

Status Second Reading & Adoption: September 13, 2021
First Reading: August 18, 2021

From PSBA

Legal 1. 18 Pa. C.S.A. 2706

2. 24 P.S. 1302.1-A

3. 24 P.S. 1302-E

4. Pol. 236.1

5. Pol. 805

6. Pol. 805.1

7. 22 PA Code 12.2

8. 24 P.S. 1303-A

9. 22 PA Code 10.2

10. 22 PA Code 10.22

11. 22 PA Code 10.25

12. 22 PA Code 10.23

13. 20 U.S.C. 1400 et seq

14. Pol. 103.1

15. Pol. 113.1

16. Pol. 113.2

17. Pol. 233

34 CFR Part 300

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a **terroristic** threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or

inconvenience. [\[1\]](#)

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

Delegation of Responsibility

The Superintendent or designee, **in coordination with the threat assessment team**, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, **Board policy and administrative regulations**, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[3\]](#)[\[4\]](#)

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** regarding any information or knowledge relevant to a possible or actual terroristic threat.[\[4\]](#)[\[7\]](#)

The **threat assessment team** shall immediately inform the Superintendent **or designee, School Safety and Security Coordinator and building principal** of a terroristic threat, in accordance with Board policy and administrative regulations.[\[4\]](#)

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect 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.[\[6\]](#)[\[9\]](#)[\[11\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[\[6\]](#)[\[8\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[6\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

{ } If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence **from a behavioral service provider** that the student does not pose a risk of harm to others.[\[4\]](#)[\[15\]](#)[\[17\]](#)

NOTES:

Pupils

Title Threat Assessment Code 236.1 Vol III 2021

Status Second Reading & Adoption: September 13, 2021

First Reading: August 18, 2021

From PSBA

Legal 1. 24 P.S. 1302-E 2. 24 P.S. 1301-E

3. Pol. 832

4. Pol. 236

5. Pol. 805.2

6. Pol. 805

7. Pol. 819

8. Pol. 103

9. Pol. 113.4

10. Pol. 207

11. Pol. 216

12. Pol. 146.1

13. 24 P.S. 1205.2

14. 24 P.S. 1205.5

15. 24 P.S. 1310-B

16. Pol. 333

17. Pol. 104

18. Pol. 105.1

19. Pol. 249

20. Pol. 805.1

21. 23 Pa. C.S.A. 6311

22. Pol. 806

23. Pol. 247

24. Pol. 252

25. Pol. 226

26. Pol. 103.1

27. Pol. 113

28. Pol. 113.1

29. Pol. 113.2

30. Pol. 113.3

31. Pol. 146

32. Pol. 218

33. Pol. 218.1

34. Pol. 218.2

34. Pol. 218.2
35. Pol. 233
36. Pol. 709
37. 24 P.S. 1303-A
38. 22 PA Code 10.2
39. 35 P.S. 780-102
40. 24 P.S. 1302.1-A
41. 22 PA Code 10.21
42. 22 PA Code 10.22
43. 22 PA Code 10.25
44. 20 U.S.C. 1232g
45. 20 U.S.C. 1415
46. 34 CFR Part 99
47. 34 CFR Part 300
48. 24 P.S. 1409
49. Pol. 209
50. Pol. 216.1
51. 24 P.S. 1304-A
52. 24 P.S. 1305-A
53. 24 P.S. 1307-A
54. 42 Pa. C.S.A. 6341
55. Pol. 218.3
56. 24 P.S. 1304-D
57. 22 PA Code 12.12
58. 42 Pa. C.S.A. 5945
59. 42 Pa. C.S.A. 8337
60. 42 CFR Part 2
61. 24 P.S. 1309-B
20 U.S.C. 1400 et seq
35 P.S. 7601 et seq
Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model
K-12 Threat Assessment Procedures and Guidelines

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and

intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

Case Plan– a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1] individuals to a district threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1] Additional members of the threat assessment may also include:

- members of the Student Assistance Program team.[4]
- school security personnel.[5]
- law enforcement agency representatives.
- members of the Safe2Say Something team.[6]
- suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[7]

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.

Guidelines

Training

The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training on:[1]

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Board

- policies.[4] [6][9][10][11]
5. Student Assistance Program process.[4]
 6. Youth suicide awareness, prevention and response.[7]
 7. Trauma-informed approach.[12]
 8. Safe2Say Something procedures.[6]
 9. Multi-tiered systems of support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[1][6][13][14][15][16]

Information for Students, Parents/Guardians and Staff

The district shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[1]

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[1][7][8][17][18][19]

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[1][7][8][17][19]

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][6]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][7]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][5][6][20]

Where a threat assessment team member has reasonable cause to suspect that a reported situation

indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[\[1\]\[21\]\[22\]](#)

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[\[8\]\[17\]](#)
2. Bullying/Cyberbullying.[\[19\]](#)
3. Suicide Awareness, Prevention and Response.[\[7\]](#)
4. Hazing.[\[23\]](#)
5. Dating Violence.[\[24\]](#)

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[\[25\]](#)
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[\[4\]\[26\]\[27\]\[28\]\[29\]\[30\]](#)

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[\[5\]\[20\]](#)

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[\[1\]](#)

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as the building student support services team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop a Case Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[\[1\]](#)

1. A referral to the Student Assistance Program.[\[4\]](#)
2. A referral to the appropriate law enforcement agency.[\[5\]](#)[\[6\]](#)[\[20\]](#)
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[\[26\]](#) [\[27\]](#)[\[30\]](#)
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy. [\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[\[26\]](#)
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[\[31\]](#)
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[\[6\]](#)[\[36\]](#)

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[20\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the 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.[\[20\]](#)[\[32\]](#)[\[37\]](#)[\[38\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a

victim or suspect, immediately, as soon as practicable. The Superintendent or designee will 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 will document attempts made to reach the parent/guardian.[20][38][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

Monitoring and Management

If a student has a Case Plan, the threat assessment team shall monitor the Case Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Case Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Case Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in

consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[\[1\]](#)

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.[\[1\]](#)[\[5\]](#)

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[\[1\]](#)[\[5\]](#)[\[61\]](#)

Book Policy Manual

Section 200 Pupils

Title Hazing

Code 247 Vol III 2021

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Legal 1. 18 Pa. C.S.A. 2802 2. 18 Pa. C.S.A.

2803

3. 18 Pa. C.S.A. 2804

4. 18 Pa. C.S.A. 2808

5. 18 Pa. C.S.A. 2806

6. 18 Pa. C.S.A. 2801

7. 24 P.S. 511

8. 18 Pa. C.S.A. 2301

9. Pol. 122

10. Pol. 123

11. Pol. 103

12. Pol. 103.1

13. 24 P.S. 1302-E

14. Pol. 236.1

15. 18 Pa. C.S.A. 2810

16. 24 P.S. 1303-A

17. 22 PA Code 10.2

18. 35 P.S. 780-102

19. 24 P.S. 1302.1-A

20. 22 PA Code 10.21

21. 22 PA Code 10.22

22. Pol. 805.1

23. 22 PA Code 10.25

24. Pol. 218

25. Pol. 233

26. Pol. 317

18 Pa. C.S.A. 2801 et seq

22 PA Code 10.23

Pol. 113.1

Pol. 916

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. [\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of

whether: [\[5\]](#) 1. The consent of the student was sought or obtained, or

2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization. [\[6\]](#)[\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain. [\[8\]](#)

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ. [\[8\]](#)

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. [4][5][7][9][10]
No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing. [11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [13][14]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of [4]

- { } distribution of written policy
- { } publication in handbooks
- { } presentation at an assembly
- { } verbal instructions by the coach or sponsor at the start of the season or program
- { } posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [7]

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put

the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[15\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school sponsored activity to the 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.[\[16\]](#)[\[17\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect 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.[\[17\]](#)[\[22\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[16\]](#)[\[22\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the

investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

{ } In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to

{ } Fifty dollars (\$50)

{ } _____ dollars (\$_____)

on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[24\]](#)

{ } When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to

{ } One hundred fifty dollars (\$150)

{ } _____ dollars (\$_____)

on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[25\]](#)

{ } When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.[\[4\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[26\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or

recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

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247-Attach 1 Report Form.pdf (161 KB)

Legal 1. 24 P.S. 1303.1-A

2. 24 P.S. 1302-E

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 218

7. 22 PA Code 12.3

8. 20 U.S.C. 7118

9. 24 P.S. 1302-A

10. Pol. 236

11. Pol. 233

Pol. 113.1

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting,

that is severe, persistent or pervasive and has the effect of doing any of the

following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or

at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this

policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[6\]](#)[\[11\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

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Legal 1. 24 P.S. 1553

2. Pol. 218

3. 24 P.S. 1302-E

4. Pol. 236.1

5. Pol. 103

6. Pol. 103.1

7. Pol. 218.3

8. 24 P.S. 1318.1

9. 71 P.S. 611.13

10. Pol. 105.1

11. Pol. 105.2

22 PA Code 12.12

20 U.S.C. 1232g

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[\[1\]](#)

Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[\[1\]](#)

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[\[2\]](#)

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [3][4]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[5][6]

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.[7][8]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the

{ } building principal.

{ } guidance counselor.

{ } classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[1][2]

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.

3. Made available on the district's website, if available.

4. Provided to parents/guardians.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]](#)[\[9\]](#)

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]](#)[\[10\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]](#)[\[11\]](#)

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Book	Policy Manual
Section	800 Operations
Title	Records Management
Code	800
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 24 P.S. 518 2. 65 P.S. 67.901 3. Pol. 828 4. 65 P.S. 67.102 5. Pol. 801 6. 24 P.S. 433 7. 65 P.S. 67.708 8. 20 U.S.C. 1232g 9. 65 P.S. 67.506 65 P.S. 67.101 et seq Federal Rules of Civil Procedure - 16, 26, 34, 37, 45 Pol. 004 Pol. 006 Pol. 105.2 Pol. 114 Pol. 138 Pol. 203 Pol. 203.1 Pol. 209

Pol. 212
Pol. 216
Pol. 216.1
Pol. 233
Pol. 314
Pol. 324
Pol. 326
Pol. 334
Pol. 601
Pol. 609
Pol. 610
Pol. 618
Pol. 619
Pol. 702
Pol. 706
Pol. 716
Pol. 810
Pol. 810.1
Pol. 830
Pol. 912

Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.

Authority

The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.[\[1\]](#)

All other district records shall be retained in accordance with state and federal law and regulations and the district Records Management Plan approved by the Board.

The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[\[2\]](#)[\[3\]](#)

Definitions

Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.[\[4\]](#)

Records Management Plan - the system implemented by the district for the retention, retrieval, and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or designee as the district's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. **Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:**
 - a. **Operation, care and handling of the equipment and software.**
 - b. **Requirements of the Records Retention Schedule.**
 - c. **Protocols for preserving and categorizing district records.**
 - d. **Procedures and responsibilities of district staff in the event of a litigation hold.**
 - e. **Identification of what is and what is not a record.**
 - f. **Disposal of records.**
2. **Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.**
3. **Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of at regular intervals of at least once every twelve (12) months.**

Records Management Committee

A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

- 1. Open Records Officer.[5]**
- 2. Superintendent.**
- 3. Board Secretary.[\[6\]](#)**
- 4. District solicitor.**
- 5. Information Technology Director or designee.**
- 6. Business Manager.**
- 7. Director of Human Resources.**
- 8. Director of Student Support Services.**

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The district's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

- 1. Comprehensive listing of records and data of the district.**

2. **Criteria to distinguish records of the school district from the supplemental personal records of individual employees.**[\[7\]](#)[\[8\]](#)
3. **System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.**
4. **Preservation measures to protect the integrity of records and data.**
5. **Data map or flow chart detailing the sources, routes, and destinations of electronic records.**
6. **Procedures and employee designated for determining whether an item is a record.**
7. **Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.**
8. **Records Retention Schedule.**
9. **Provisions for the storage and retrieval of records in the event of an emergency or disaster.**
10. **Staff positions authorized to access district records.**
11. **Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:**
 - a. **Who can initiate a litigation hold.**
 - b. **How and to whom a litigation hold is communicated.**
 - c. **Who will determine which records are subject to the litigation hold.**
 - d. **Who will be responsible for collecting and preserving such records and data.**
 - e. **Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.**
 - f. **In what format the records will be collected.**

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

- 1. List system title and responsible employee(s) or office.**
- 2. Define the contents of the system, including record formats.**
- 3. Identify vital records and information.**
- 4. Determine restrictions on access and use.**

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

- 1. List system title and responsible employee(s) or office.**
- 2. Specify all technical characteristics necessary for reading or processing the records stored on the system.**
- 3. Identify all defined inputs and outputs of the system.**
- 4. Define the contents of the system, including records formats and database tables.**
- 5. Identify vital records and information.**
- 6. Determine restrictions on access and use.**
- 7. Describe update cycles or conditions.**

Email Records

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. **Message content.**
2. **Name of sender.**
3. **Name of recipient.**
4. **Date and time of transmission and/or receipt.**

Contractors

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.[\[9\]](#)

Replaces Policy 3026 - Records Management adopted November 24, 2008 and revised April 23, 2019

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First Reading: August 18, 2021
From PSBA

Legal 1. 73 P.S. 2260.101 et seq

2. 15 U.S.C. 7001 et seq

3. 73 P.S. 2260.301 et seq

4. Pol. 800

5. 15 U.S.C. 7006

6. 73 P.S. 2260.103

7. Pol. 815

8. 73 P.S. 2260.502

9. 73 P.S. 2260.305

10. 73 P.S. 2260.306

11. 21 P.S. 483.1 et seq

12. Pol. 716

Purpose

Under certain conditions, electronic records and signatures satisfy the requirements of a manual record and/or signature when transacting business. The Board recognizes that the effectiveness of electronic records and signatures depends upon the authenticity and reliability of the signatures and the context in which the electronic records are created, transferred and stored. Therefore, the Board adopts this policy to allow for the use of and acceptance of electronic records and signatures and to establish the guidelines under which electronic signatures may be utilized by the district.[\[1\]](#)

Authority

The Board authorizes the use of electronic signatures in place of manual signatures to conduct district business unless a manual signature is required by law or regulations. Electronic signatures shall have the full force and effect of a manual signature when used in accordance with this policy and applicable law and regulations.[\[1\]](#)

Electronic records filed with or issued by the district shall have the full force and effect of paper records when the requirements of this policy and applicable law and regulations are satisfied.[\[2\]](#)[\[3\]](#)[\[4\]](#)

This policy applies to the use of electronic records and signatures when permitted or required in connection with district programs and operations.

Definitions

Electronic record – any record created, generated, sent, communicated, received, or stored by electronic means.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Electronic signature – an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. More simply, it is a paperless means of committing to a contract or other document in a manner that indicates the signer's intent to bind themselves and/or the district.[\[5\]\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to direct staff on the parameters for authorized use of electronic signatures related to district programs and operations.

Guidelines

Electronic Recordkeeping

The maintenance of electronic records and signatures by the district shall comply with the electronic recordkeeping requirements of state and federal laws and regulations and the district's Records Management Plan.[\[4\]\[7\]](#)

Electronic records created or received by the district shall be appropriately attributed to the individual(s) responsible for their creation, authorization and/or approval.

The district may specify the type of electronic signature required on an electronic record, the manner and format in which the electronic signature must be affixed to the electronic record, and the criteria that must be met when an individual uses a third party to file a document if electronic records must be signed by electronic means.[\[8\]](#)

The district shall implement and maintain electronic recordkeeping systems to securely receive, store, and reproduce electronic records and signatures relating to transactions in their original form.[\[6\]\[9\]\[10\]](#)

Such a system shall allow the district to implement:

1. A security procedure for the purposes of verifying that an electronic signature is that of a specific person or for detecting changes or errors in the information in an electronic record.
2. Appropriate control processes and procedures to ensure adequate preservation, disposition, integrity, security, confidentiality and auditability of electronic records.[\[8\]](#)
3. A consistent manner and format in which the electronic records must be created, generated, sent, communicated, received and stored.[\[8\]](#)

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be manually signed. The issuance and/or acceptance of an electronic signature by the district shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws and regulations. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:[\[1\]\[2\]\[11\]\[12\]](#)

1. The signing employee is authorized to manually sign the document on behalf of the district.
2. The electronic signature identifies the individual signing the document by their name and position.
3. The individual signing with an electronic signature has signed a statement of exclusive use.
4. The identity of the individual signing with an electronic signature is capable of being

validated through the use of an audit trail.

5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been applied.
6. The electronic signature conforms to all other provisions of this policy.

The district shall maintain a secure log of each employee authorized to utilize an electronic signature in connection with district business.[4]

This policy does not require a specific method for executing an electronic signature. The employee signing a particular document is responsible for verifying that the method chosen is appropriate for the nature of the transaction. Employees must consider confidentiality, authentication of signatures, and verification that the document signed is, in all respects, identical to the one to which the signer intends to bind the district.

Any electronic signature that appears to be forged, altered, or otherwise not authentic, or that is not compliant with law or regulation, this policy or related administrative regulation, is not a valid signature. Should an electronic signature be deemed invalid, the Superintendent or designee may require a manual signature.

All other policies that apply to the execution of contracts or other documents on behalf of the district remain in full force and effect.

Book	Policy Manual
Section	800 Operations
Title	Public Records
Code	801
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 65 P.S. 67.102 2. 65 P.S. 67.302 3. 65 P.S. 67.305 4. 65 P.S. 67.504 5. 65 P.S. 67.701 6. 65 P.S. 67.502 7. 65 P.S. 67.901 8. 65 P.S. 67.1101 9. 65 P.S. 67.705 10. 42 U.S.C. 12132 11. 28 CFR 35.160 12. 28 CFR 35.164 13. 65 P.S. 67.505 14. 65 P.S. 67.703 15. 65 P.S. 67.1307 16. 65 P.S. 67.702 17. 65 P.S. 67.902 18. 65 P.S. 67.704 19. 65 P.S. 67.506

20. 65 P.S. 67.706
21. 65 P.S. 67.905
22. 65 P.S. 67.707
23. 65 P.S. 67.903
24 P.S. 408
24 P.S. 518
42 U.S.C. 12101 et seq
65 P.S. 67.101 et seq
Pol. 800

Purpose

The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

Definitions

Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.[\[1\]](#)

Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

Record - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.

Response - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

Requester - a legal resident of the United States, or an agency, who requests access to a record.

Authority

The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

The Board shall designate an Open Records Officer, who shall be responsible to:[\[6\]](#)

1. Receive written requests for access to records submitted to the district.
2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.
3. Direct requests to other appropriate individuals in the district or in another agency.
4. Track the district's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.

7. **Ensure district staff are trained to perform assigned job functions relative to requests for access to records.**

Upon receiving a request for access to a record, the Open Records Officer shall:[\[6\]](#)[\[7\]](#)[\[8\]](#)

1. **Note the date of receipt on the written request.**
2. **Compute and note on the written request the day on which the five-day period for response will expire.**
3. **Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.**
4. **If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.**

Guidelines

Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.[\[5\]](#)

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The district shall not limit the number of records requested.[\[2\]](#)

When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.[\[9\]](#)

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.[\[10\]](#)[\[11\]](#)[\[12\]](#)

The district shall post at the administration office and on the district's website the following information:[\[4\]](#)[\[13\]](#)

1. **Contact information for the Open Records Officer.**
2. **Contact information for the state's Office of Open Records or other applicable appeals officer.**
3. **The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.**
4. **Board policy, administrative regulations and procedures governing requests for access to the district's public records.**

Request for Access

A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer. [\[4\]](#)[\[13\]](#)[\[14\]](#)

Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated email address.

Each request must include the following information: [\[5\]](#)[\[14\]](#)

1. **Identification or description of the requested record, in sufficient detail.**
2. **Medium in which the record is requested.**
3. **Name and address of the individual to receive the district's response.**

The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law. [\[14\]](#)

Fees

Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The district shall maintain a list of applicable fees and disseminate the list to requesters. [\[15\]](#)

No fee may be imposed for review of a record to determine whether the record is subject to access under law.[\[15\]](#)

Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.[\[15\]](#)

The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.[\[15\]](#)

Response to Request

District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.[\[6\]](#)[\[16\]](#)

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.[\[7\]](#)

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.[\[7\]](#)

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.

If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.[\[7\]](#)

Extension of Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.[\[7\]](#)[\[17\]](#)

Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100 and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the district is not required to permit use of its computers.[\[5\]](#)

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.[\[5\]](#)[\[18\]](#)

A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with law.[\[19\]](#)

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.[\[20\]](#)

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.[\[21\]](#)

Notification to Third Parties

When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requester.[\[22\]](#)

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.[\[22\]](#)

Denial of Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days

of receipt of the request. The response denying the request shall include the following:[\[7\]](#)[\[23\]](#)

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.[\[19\]](#)

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.[\[19\]](#)

Information that is not subject to access and is redacted from a public record shall be deemed a denial.[\[20\]](#)[\[23\]](#)

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.[\[8\]](#)

Replaces Policy 7013 - Public Records adopted November 24, 2008 and revised December 15, 2008

Book Policy Manual

Section 800 Operations

Title Emergency Preparedness and Response Code 805 Vol III

2021

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2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
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5. 24 P.S. 1517
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7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 520.1
15. 24 P.S. 1501
16. 24 P.S. 1506
17. 22 PA Code 11.2
18. Pol. 803
19. Pol. 203
20. Pol. 203.1
21. 24 P.S. 102
22. 24 P.S. 1310-B
23. Pol. 333
24. Pol. 146.1
25. Pol. 249
26. Pol. 819
27. Pol. 227
28. Pol. 351
29. Pol. 805
30. 24 P.S. 1302-E
31. Pol. 236.1
32. 75 Pa. C.S.A. 4552
33. 24 P.S. 1303-D

24 P.S. 1205.7

24 P.S. 1205.7

20 U.S.C. 7112

20 U.S.C. 7118

20 U.S.C. 7801

Pol. 146

Pol. 236

Pol. 709

Pol. 810

Pol. 909

Purpose

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

Authority

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

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

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

Definitions

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

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

Delegation of Responsibility

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

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

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.^[5]
In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.^[4]^[8]^[9]

The Board directs the Superintendent or designee to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources. ^[7]^[10]

Guidelines

Emergency Planning

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

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

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

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

Continuity of Student Learning/Core Operations

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

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.^[13]

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include: ^[14]^[15]^[16]^[17]^[18]

Access to instructional materials utilizing the District's learning management system and having access to teachers through a Google Meet.

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

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.^[5]^[6]

Effective infection control and prevention education and procedures, such as frequent hand washing

and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[19][20]

The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:[21][22][23]

1. Situational awareness.
2. Trauma-informed approaches.[23][24]
3. Behavioral health awareness.
4. Suicide and bullying awareness.[25][26]
5. Substance use awareness.[27][28]
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[29]
7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[30][31]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[22] Required Drills

Emergency Preparedness Drill -

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

Fire Drills -

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

School Security Drills -

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

The school security drill may take the place of a fire drill for the month in which it is conducted. The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[5]

The Superintendent or designee shall:[5]

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

security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law. [\[5\]](#)[\[32\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities. [\[33\]](#)

NOTES:

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

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

PSBA Revision 6/21 © 2021 PSBA

[Safe2SayProcedures.doc \(242 KB\)](#)

Book Policy Manual

Section 800 Operations

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9. Pol. 819
10. 24 P.S. 1302-E
11. Pol. 236.1
12. 24 P.S. 1305-B
13. Pol. 006
14. Pol. 235.1
15. Pol. 805.1
16. 24 P.S. 1302-C
17. 24 P.S. 1310-C
18. 24 P.S. 1311-C
19. Pol. 304
20. Pol. 818
21. 24 P.S. 111
22. 24 P.S. 111.1
23. 23 Pa. C.S.A. 6344
24. 23 Pa. C.S.A. 6344.3
25. 37 PA Code 241.5
26. 44 Pa. C.S.A. 7301 et seq
27. 37 PA Code 241.6
28. 44 Pa. C.S.A. 7310
29. 24 P.S. 1303-C
30. 37 PA Code 241.1 et seq
31. 24 P.S. 1304-C
32. 24 P.S. 1305-C
33. 22 PA Code 10.23
34. 22 PA Code 14.104
34. 22 PA Code 14.104
35. 22 PA Code 14.133
36. Pol. 113.2
37. 24 P.S. 1306-C
38. 24 P.S. 1307-C
39. Pol. 909
40. 24 P.S. 1313-C
41. 24 P.S. 1314-C
42. Pol. 907
43. 24 P.S. 1309-C
44. 42 Pa. C.S.A. 8953
45. 53 Pa. C.S.A. 2303
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709

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. [\[1\]](#)

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 and 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. **Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.** [\[10\]](#)[\[11\]](#)
7. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable. [\[8\]](#)[\[12\]](#)

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. [\[2\]](#)[\[13\]](#)

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

1. **Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.** [\[10\]](#)[\[11\]](#)
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills. [\[8\]](#)

3. Information on required school safety and security training and resources provided to students and staff.
4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. 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.[14]
6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[15]
8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. 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.

Guidelines

School Police Officers

The district shall employ 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][16][17][18][19][20]

School police officer - [1][17][18]

A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district.

Background Checks -

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.[19][20][21][22][23][24]

The district shall conduct a law enforcement agency background investigation in

compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[\[25\]](#)[\[26\]](#)

Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[\[27\]](#)[\[28\]](#)

Requirements -

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: [\[29\]](#)

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.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[\[26\]](#)[\[30\]](#)

School police officers shall take and subscribe to the Oath of Office required by law.[\[31\]](#)

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.[\[16\]](#)[\[32\]](#)

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.[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

School police officers shall possess and exercise the following duties:[\[37\]](#)

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.[\[38\]](#)

School Security Guards

The district shall employ one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[19\]](#)[\[20\]](#)[\[41\]](#)

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.[\[1\]\[18\]\[20\]\[41\]](#)

Background Checks –

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[\[19\]\[20\]\[21\]\[22\]\[23\]\[24\]](#)

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[\[25\]\[26\]](#)

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[\[27\]\[28\]](#)

Requirements -

School security guards shall provide the following services, as directed by the

district:[\[41\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[\[42\]](#)
5. Coordination with law enforcement officials, including school police officers.
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.[\[41\]](#)

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[\[26\]\[30\]](#)

Other Agreements

The district may enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[\[39\]\[43\]\[44\]\[45\]](#)

Maintenance of School Police Policy Manual

The School Safety and Security Coordinator shall maintain a School Police Policy Manual with

policies governing Use of Force, Firearms, and other necessary policies. The School Police Policy Manual shall be an Administrative Regulation to this Policy and shall be publicly accessible.

PSBA Revision 6/21 © 2021 PSBA

Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 24 P.S. 1205.6 2. 23 Pa. C.S.A. 6301 et seq 3. Pol. 333 4. Pol. 818 5. 23 Pa. C.S.A. 6303 6. 24 P.S. 111 7. 23 Pa. C.S.A. 6344 8. 18 Pa. C.S.A. 7508.2 9. 42 Pa. C.S.A. 9799.12 10. 42 Pa. C.S.A. 9799.24 11. 42 Pa. C.S.A. 9799.55 12. 42 Pa. C.S.A. 9799.58 13. 22 U.S.C. 7102 14. 23 Pa. C.S.A. 6311 15. Pol. 302 16. Pol. 304 17. Pol. 305 18. Pol. 306 19. 23 Pa. C.S.A. 6344.3

20. 23 Pa. C.S.A. 6344.4
21. Pol. 309
22. Pol. 916
23. 23 Pa. C.S.A. 6332
24. 24 P.S. 111.1
25. 20 U.S.C. 7926
26. Pol. 317.1
27. Pol. 824
28. 24 P.S. 2070.1a
29. 23 Pa. C.S.A. 6318
30. 23 Pa. C.S.A. 6319
31. 18 Pa. C.S.A. 4906.1
32. 18 Pa. C.S.A. 4958
33. 23 Pa. C.S.A. 6320
34. 23 Pa. C.S.A. 6305
35. 23 Pa. C.S.A. 6313
36. 23 Pa. C.S.A. 6314
37. 22 PA Code 10.2
38. 22 PA Code 10.21
39. 22 PA Code 10.22
40. 24 P.S. 1302.1-A
41. 24 P.S. 1303-A
42. Pol. 805.1
43. 23 Pa. C.S.A. 6346

44. 23 Pa. C.S.A. 6368

24 P.S. 1301-A et seq

24 P.S. 1527

24 P.S. 2070.1a et seq

22 PA Code 10.1 et seq

18 Pa. C.S.A. 4304

Pol. 317

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

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.[\[5\]](#)

Bodily injury - impairment of physical condition or substantial pain.[\[5\]](#)

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[\[6\]](#)[\[7\]](#)

Child - an individual under eighteen (18) years of age.[\[5\]](#)

Child abuse - intentionally, knowingly or recklessly doing any of the following:[\[5\]](#)

1. **Causing bodily injury to a child through any recent act or failure to act.**
2. **Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.**
3. **Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.**
4. **Causing sexual abuse or exploitation of a child through any act or failure to act.**
5. **Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.**
6. **Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.**
7. **Causing serious physical neglect of a child.**
8. **Engaging in any of the following recent acts:**
 - a. **Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.**
 - b. **Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.**
 - c. **Forcefully shaking a child under one (1) year of age.**
 - d. **Forcefully slapping or otherwise striking a child under one (1) year of age.**
 - e. **Interfering with the breathing of a child.**
 - f. **Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.**[\[8\]](#)
 - g. **Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual**

offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

- 9. Causing the death of the child through any act or failure to act.**
- 10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.**[\[13\]](#)

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

- 1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;**
- 2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;**
- 3. Is necessary for self-defense or defense of another;**
- 4. Is necessary to prevent the child from self-inflicted physical harm; or**
- 5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.**

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)[\[14\]](#)

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's

parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[\[5\]](#)[\[13\]](#)

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.[\[5\]](#)

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[\[5\]](#)

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[\[5\]](#)

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[\[5\]](#)

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[\[5\]](#)

1. **Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.**
2. **Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.**

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[\[5\]](#)

1. **A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.**
2. **The failure to provide a child with adequate essentials of life, including food, shelter or medical care.**

Sexual abuse or exploitation - any of the following:[\[5\]](#)

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.**

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

- 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.**

Student - an individual enrolled in a district school under eighteen (18) years of age.[\[5\]](#)

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[\[14\]](#)

Delegation of Responsibility

The Superintendent or designee shall:

- 1. **Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.**[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)
- 2. **Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.**[\[19\]](#)[\[20\]](#)[\[21\]](#)

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[\[20\]](#)

Certification requirements for **volunteers** are addressed separately in Board Policy 916.[22]

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.[\[23\]](#)

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

Guidelines

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:[\[25\]](#)

- 1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.**

2. **The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.**
3. **The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.**

Training

The school district, and independent contractors of the school district, 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:[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[26\]](#)

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.**[\[26\]](#)[\[28\]](#)
3. **District policy related to reporting of suspected abuse and sexual misconduct.**
4. **Maintenance of professional and appropriate relationships with students.**[\[27\]](#)

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[\[1\]](#)

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[\[14\]](#)

1. **The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.**

2. **The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.**
3. **A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.**
4. **An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.**

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[\[14\]](#)

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[\[14\]](#)

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[\[29\]](#)

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[\[30\]](#)

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[\[31\]](#)

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[\[32\]](#)

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[\[33\]](#)

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[\[14\]](#)[\[34\]](#)[\[35\]](#)

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[\[14\]](#)[\[34\]](#)[\[35\]](#)

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.[\[14\]](#)[\[34\]](#)[\[35\]](#)

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.[\[36\]](#)

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[\[14\]](#)[\[43\]](#)

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[\[44\]](#)

Replaces Policy 6011 - Child/Student Abuse adopted April 10, 1969 and revised February 13, 1984, April 29, 1996, June 18, 2013, February 23, 2015, and October 22, 2018

Book	Policy Manual
Section	800 Operations
Title	Opening Exercises/Flag Displays
Code	807 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 24 P.S. 771 2. 22 PA Code 12.10 3. 24 P.S. 1516.1

Purpose

The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.

Authority

A United States flag shall be displayed in classrooms and on or near each school building during school hours, inclement weather and at other times determined by the Board.[\[1\]](#)

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.[\[1\]](#)

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.[\[1\]](#)[\[2\]](#)

Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 2 CFR Part 200 2. 24 P.S. 1335 3. 24 P.S. 1337 4. 24 P.S. 504 5. 24 P.S. 807.1 6. 42 U.S.C. 1751 et seq 7. 42 U.S.C. 1773 8. 7 CFR Part 210 9. 7 CFR Part 215 10. 7 CFR Part 220 11. FNS Instruction 113-1 (USDA) 12. 7 CFR 210.23 13. 42 U.S.C. 1760 14. 7 CFR 210.14 15. 3 Pa. C.S.A. 5713 16. 42 U.S.C. 1758(h) 17. 7 CFR 210.13 18. 7 CFR 210.30 19. Pol. 246

20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
P.L. 111-296
7 CFR Part 15
Pol. 103

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the Food Service Fund.[\[13\]](#)[\[14\]](#)

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Director of Business & Finance and the Food Services Director.

The individuals responsible for the operation and supervision of the **food service** program **shall present to the Board** each **month for its approval a statement of receipts and expenditures for cafeteria funds.**[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Accounting Manager.[\[3\]](#)[\[4\]](#)

The individuals responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program and the National School Lunch Program.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and

ensuring employee participation in appropriate inspection services and training programs.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee may develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and any applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[11\]](#)

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

Free/Reduced-Price School Meals

The district shall provide free and reduced-price school meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.[\[20\]](#)[\[21\]](#)

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are

eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted: [\[20\]](#)[\[21\]](#)

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

Throughout the school year, the administration and/or school counselors should make an effort to provide information regarding the free and reduced price meal program to families.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. [\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Parents/Guardians are encouraged to deposit money in their child's cafeteria account so that adequate money is readily available to purchase school breakfast and lunch. Parents/Guardians can deposit money by sending a check or cash with their child to school. Parents/Guardians may also deposit online by using the district's online payment system. A convenience fee may apply for using this service which is imposed by the online service, not the district.
3. All nonsufficient fund (NSF) checks will be charged a twenty-five dollar (\$25.00) fee, and the check amount will be deducted from the student's lunch account. After two (2) recorded NSF actions per school year, the

district will no longer accept payment by check.

- 4. Notify parents/guardians when the student's school meal account reaches a low balance.**
- 5. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.**
- 6. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.**[\[3\]](#)
- 7. Non-program foods (à la carte items and adult meals) cannot be charged to a lunch account with a negative balance.**

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]](#)[\[20\]](#)[\[21\]](#)

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[\[3\]](#)

School **staff may communicate a low balance or** money owed by a student for school meals **to a student in grades 9-12;** such **communication** shall be **made to** the individual **student** in a **discreet** manner.[\[3\]](#)

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[\[3\]](#)

The district may also communicate directly with the parent/guardian via phone or email regarding low or negative student account balances. Furthermore, the district is permitted to provide a student with their meal account balance if that student asks for the balance information.

District schools shall be prohibited from:[\[3\]](#)

1. **Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.** It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. **Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.**
3. **Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.**

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Students with account balances of greater than fifty dollars (\$50.00) will receive a certified letter from the district indicating that if payment is not made within fourteen (14) days, the account may be turned over to the District Magistrate's Office or a collection agency. Any further court costs or collection fees incurred by this section will be the responsibility of the parent/guardian.

For graduating seniors with a positive lunch account balance, a letter along with an election form from the Food Service Department will be sent within two (2) weeks of the end of the school year. The parent/guardian can elect to transfer the remaining balance to another student, donate the balance to towards delinquent lunch accounts, or request a refund if the balance is greater than ten dollars (\$10). If an election form is not returned, the remaining balance will be donated towards delinquent lunch accounts. All refund checks will be mailed to the parent/guardian. Donations will be deposited into the Food Service Account using a separate revenue account.

After the graduating class' final school day, the Food Service Department will send a final obligation notice for all negative accounts to the parent/guardian. For graduating seniors with a negative lunch account balance, payment must be made by June 30th or the account may be turned over to the District Magistrate's Office or a collection agency.

Delinquent debt can carry over to the immediate subsequent school year if the delinquent debt is being actively pursued using the collection procedures identified in the school's Local Meal Charge policy. When all the collection procedures identified in this policy have been exhausted, the unpaid debt will be removed from the food service account after receiving a transfer from the General Fund.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[\[6\]](#)[\[7\]](#)[\[18\]](#)[\[29\]](#)

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[\[16\]](#)[\[17\]](#)[\[30\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[8\]](#)[\[10\]](#)[\[16\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[\[17\]](#)[\[30\]](#)[\[31\]](#)

Replaces Policy 3032 - Food Services adopted April 23, 2018 and revised January 27, 2020

Book	Policy Manual
Section	800 Operations
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Code	810 - NEW
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20. 42 U.S.C. 11432

21. Pol. 251

22. 35 P.S. 4601 et seq

23. 35 P.S. 4608

24. 67 PA Code 212.101

25. Pol. 121

26. Pol. 209.1

27. Pol. 209.2

28. Pol. 210

29. Pol. 210.1

30. Pol. 113.4

31. Pol. 216

32. 24 P.S. 1517

33. 75 Pa. C.S.A. 4552

34. Pol. 805

24 P.S. 1331

24 P.S. 1365

24 P.S. 1366

24 P.S. 2541

24 P.S. 2542

22 PA Code 15.1 et seq

22 PA Code 23.6

75 Pa. C.S.A. 4551-4553

20 U.S.C. 6301 et seq

42 U.S.C. 11431 et seq

49 CFR Part 37

49 CFR Part 38

Pol. 810.1

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

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 pre-primary, 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 pre-primary, 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 shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]\[3\]\[4\]](#)

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]\[3\]\[5\]\[6\]\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[20\]](#)[\[21\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[22\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[23\]](#)[\[24\]](#)

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)
3. Provide each school bus/school vehicle driver with:
 - a. The Pennsylvania School Bus Driver's Manual;
 - b. The written rules for student conduct on buses/vehicles;
 - c. The procedures for evacuation drills; and
 - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[25\]](#)
5. Prepare a district map or schedule indicating each bus stop and bus route.[\[7\]](#)

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[\[16\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[\[30\]](#)[\[31\]](#)

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[\[32\]](#)[\[33\]](#)[\[34\]](#)

Book Policy Manual

Section 800 Operations

Title School Bus Drivers and School Commercial Motor Vehicle Drivers Code 810.1 Vol I

2021

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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
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20. 23 Pa. C.S.A. 6344.3
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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
34. Pol. 317
35. 49 CFR 382.213
36. 75 Pa. C.S.A. 1613
37. 49 CFR 382.205
38. 75 Pa. C.S.A. 1612
39. 75 Pa. C.S.A. 1603
40. 75 Pa. C.S.A. 3802
41. 49 CFR 382.207
42. 49 CFR 382.209
43. 49 CFR 382.211
44. 49 CFR 40.191
45. 49 CFR 382.215
46. 49 CFR 40.23
47. 49 CFR 382.201
48. 49 CFR 382.505
49. 49 CFR 40.289
50. 49 CFR 382.705
51. 49 CFR 40.333
52. Pol. 800
53. 49 CFR 382.405
54. 49 CFR 382.723
55. 49 CFR 40.321
56. 49 CFR 382.403
57. 24 P.S. 1517
58. 49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq
Pol. 351

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 **the driver** 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 Office of Human Resources to be the contact 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, **or authorize the applicable legal exemption in cases of emergency**:[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 **arrested**, 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 in writing **before the end of the next business day following the driver's arrest, charge or receipt of citation**. Notice is required no matter what type of vehicle the driver was driving. [28]

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge. [10] [28] [34]

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 in writing of the conviction within **fifteen (15)** 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 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, **in accordance with applicable law, regulations and Board policy.** [10] [34]

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]

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.[\[30\]](#)[\[37\]](#)[\[38\]](#)
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.[\[35\]](#)[\[39\]](#)[\[40\]](#)
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.[\[30\]](#)[\[41\]](#)

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 **the driver** undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or

alcohol.[\[1\]](#)[\[36\]](#)[\[43\]](#)[\[44\]](#) *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;[\[45\]](#)[\[46\]](#)
2. A verified adulterated or substituted drug test result;[\[45\]](#)[\[46\]](#)
3. An alcohol test result of 0.04 or higher; or[\[46\]](#)[\[47\]](#)
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[\[43\]](#)

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 **their** system.[\[36\]](#)[\[38\]](#)

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.[\[48\]](#)

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.[\[46\]](#)[\[49\]](#)

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.[\[15\]](#)[\[17\]](#)[\[50\]](#) [\[51\]](#)[\[52\]](#)

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[\[53\]](#)[\[54\]](#)[\[55\]](#)

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[\[53\]](#)[\[56\]](#)

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that **they have** 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.[\[57\]](#)

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.[\[58\]](#)

NOTES:

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et

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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][\[5\]](#)

Replaces Policy 3030 - Transportation - Video/Audio Monitoring adopted October 23, 2017

Book Policy Manual

Section 800 Operations

Title School Vehicle Drivers

Code 810.3 - NEW

Status Second Reading & Adoption: September 13, 2021
First Reading: August 18, 2021

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

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 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 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 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, and reasonable suspicion.

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.

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Code	814 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 17 U.S.C. 101 et seq

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**, fair use of a copyrighted work, including use by reproduction in copies or phonorecords, is permissible for such purposes as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) factors must be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Delegation of Responsibility

Staff may make copies of copyrighted school district materials that fall within the established administrative regulations and in accordance with applicable law, regulation, and district policy. 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.

Guidelines

Under the considerations set forth by the Fair Use Doctrine:

1. All copyrighted work reproduced by school district staff shall be of use for such purposes as teaching or scholarship and must be nonprofit;
2. School district staff may make **single copies** of: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers where necessary for the staff member's use in research, instruction or preparation for teaching.
3. School district staff may make **multiple copies** of copyrighted material for classroom use, a number not to exceed the number of pupils in a course), so long as the materials meet the definitions of brevity, spontaneity, and cumulative effect, as stated below, and each copy includes a notice of copyright:
 - a. Brevity:
 - i. Poetry: A complete poem, if less than 250 words and two (2) pages long, may be copied; excerpts from longer poems cannot exceed 250 words. The numerical limits may be expanded to permit the completion of an unfinished line of a poem.
 - ii. Prose: Complete articles, stories or essays of less than 2,500 words or excerpts from prose works not more than 1,000 words or ten percent (10%) of the work, whichever is less, may be copied; in any event, the minimum is 500 words. The numerical limits may be expanded to permit the completion of an unfinished prose paragraph.
 - iii. Illustration: One (1) chart, graph, diagram, design, drawing, cartoon or picture per book or periodical issue may be copied.
 - iv. "Special" works: Special works include works in poetry, prose, or in poetic prose, which often combine language with illustrations and

are intended for children and at other times for a more general audience, which fall short of 2,500 words. Notwithstanding the above requirements relevant to prose, these special works may not be reproduced in their entirety. An excerpt of not more than two (2) of the published pages of the special work and containing not more than ten percent (10%) of the words found in the full text may be reproduced.

- b. Spontaneity - Copying must be at the "instance and inspiration" of the individual teacher. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to reproduce the work.
 - c. Cumulative Effect - A staff member is limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story, essay or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical volume during one (1) class term. A staff member is limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. These limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.
4. School district staff may make reproductions of **musical works** within the following parameters:
- a. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.
 - b. For academic purposes other than performance:
 - i. Multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria; but in no case more than ten percent (10%) of the whole work. The number of copies may not exceed more than one (1) copy per student.
 - ii. A single copy of an entire performance unit (section, movement aria, etc.) that is confirmed by the copyright proprietor to be out of print, or unavailable except in a larger work, may be made by or for a staff member solely for the purpose of his/her scholarly research or in preparation to teach a class.
 - c. Printed copies that have been purchased may be edited or simplified, provided the fundamental character of the work is not distorted or the lyrics altered or lyrics added if none existed.
 - d. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school district or individual staff member.

- e. A single copy of a sound recording, such as a tape, disc, cassette or electronic sound file such as an mp3, of copyrighted music may be made from sound recordings owned by the school district or a staff member for the purpose of constructing aural exercises or examinations; and they may be retained by the school district or staff member. This pertains only to the copyright of music itself and not to any copyright which may exist in the sound recording.
 - f. Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.
5. School district staff may make reproductions of **broadcast programs** within the following parameters:
- a. Broadcast programs available to the general public, which do not include pay cable TV services and satellite broadcasts, may be recorded off-air simultaneously with broadcast transmission, including simultaneous cable transmission, and retained by the District for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately.
 - b. Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period.
 - c. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher.
 - d. Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
 - e. Off-air recordings need not be used in their entirety; but they may not be altered from their original content and may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
 - f. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
6. School district staff may make reproductions of **videotape recordings** within the following parameters:
- a. A library, archive, or media center may reproduce one (1) copy of a recording of a copyrighted work and distribute it in accordance with provisions of law.
 - b. Recorded copies of copyrighted programs owned by a staff member or another person or a copy of a rental program are considered illegally

made and may not be used for instructional purposes unless its use meets the fair use test.

- c. Rental videocassettes, laser discs and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.
 - d. Multimedia use of copyrighted material falls under the guidelines of the medium being used (e.g., computer, video, audio).
 - e. Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment.
7. Staff members shall copy a small, necessary portion of the copyrighted work as opposed to the entire copyrighted work.

Under the TEACH Act, the school district may use certain copyrighted materials while engaging in distance learning with students:

1. Materials permitted to be used include works typically displayed in an in-person classroom so long as the performance or display is made by or under the supervision of an instructor and would regularly be used in face-to-face instructional activities.
2. This use does not include the transmission of textbook materials, materials "typically purchased or acquired by students," or works developed specifically for online uses.
3. Students shall be notified that materials used in connection with a course may be subject to copyright protection.
4. Transmission of copyrighted materials shall be limited to students enrolled in a particular course.
5. The school district will not interfere with technological measures used by copyright owners to prevent unauthorized retention or dissemination.
6. The TEACH Act does not supersede fair use or existing digital license agreements.

<https://libguides.ala.org/copyright/teachact>

Status Second Reading & Adoption: September 13, 2021

First Reading: August 18, 2021

From PSBA

Legal 1. 24 P.S. 510

2. Pol. 815

3. Pol. 913

4. Pol. 103

5. Pol. 104

6. Pol. 911

7. Pol. 113.4

8. Pol. 216

9. Pol. 814

10. 20 U.S.C. 1232g

11. 34 CFR Part 99

12. 42 U.S.C. 12101 et seq

13. 29 U.S.C. 794

14. 28 CFR 35.160

15. Pol. 103.1

16. Pol. 824

17. 24 P.S. 1122

18. 24 P.S. 2070.1a et seq

19. 22 PA Code 235.1 et seq

20. U.S. Const. Amend. I

21. Pol. 317

22. Pol. 320

23. 24 P.S. 1303.1-A

24. 47 U.S.C. 254

25. Pol. 218

26. Pol. 220

27. Pol. 235

28. Pol. 249

29. Pol. 317.1

Knight First Amendment Inst. at Columbia Univ. v. Trump, 928 F.3d 226 (2d Cir. 2019)

Davison v. Randall, 912 F.3d 666 (4th Cir. 2019)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Mike Campbell v. Cheri Toalson Reish, 986 F.3d 822 (8th Cir. 2021)

Pickering v. Board of Education, 391 U.S. 563 (1968)

Connick v. Myers, 461 U.S. 138 (1983)

Rankin v. McPherson, 483 U.S. 378 (1988)

Pol. 801

Purpose

The purpose of this policy is to establish the process and standards for approval and operation of district-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the district.

Definitions

Social media - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

District-owned social media account - a social media account, regardless of platform, that is approved by the Board and operated by a designated district employee(s), and is designed to further the educational mission of the district by providing information to the school community and general public.

Personal social media account - a social media account, regardless of platform, that is attributed to and operated by an employee, individual school director or student for personal use and is not approved by the Board as an official communications channel of the district.

Nonpublic forum – created when a district-owned social media account enables members of the public to read and receive district information, but the district has not designated opportunity for expressive activity by the public, and no commenting or posting of information by members of the public is permitted. In terms of social media, the ability to comment, post or reply is disabled on the district’s account for public users.

Authority

The Superintendent shall approve all official social media accounts created and/or maintained as district-owned accounts, including social media accounts for individual schools within the district.[\[1\]](#) All district-owned social media accounts shall display the official name and a district logo. The Superintendent shall notify the Board of all district-owned social media accounts.

The Board establishes district-owned social media accounts as a **nonpublic forum** and directs school staff to disable functions allowing public users to comment or post information on district-owned social media accounts.

Delegation of Responsibility

The Board designates the Communications Director or other Superintendent designee to oversee all district-owned social media accounts and serve as the primary contact person for district owned social media accounts.

The Superintendent or designee shall notify students and staff about this policy through employee and student handbooks, posting on the district website and by other appropriate methods.

All district staff assigned to monitor and maintain district-owned social media accounts shall receive training on:

1. Regularly reviewing district-owned social media accounts, in coordination with the district’s chief

communications representative, to update, remove and/or correct information.[6]

2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Board policy and administrative regulations.[7][8]
3. Monitoring content for confidentiality and intellectual property violations, documenting potential violations, and notifying appropriate district staff to consider further action.[7][8][9]
4. Monitoring content for web accessibility standards and responding to public requests for accommodations.[2][4][5]

Guidelines

Posting of Personally Identifiable Information

The Board authorizes posting of student images in photos or videos depicting the educational process or school-related events on district-owned social media accounts, unless the students' parents/guardians have opted out of sharing directory information under the Family Educational Rights and Privacy Act and Board policy or have notified the Student Support Services department in writing that you do not want to have your child photographed or videotaped.[7][8][10][11]

The Board prohibits posting of other personally identifiable information of students on district-owned social media accounts without the consent of the parent/guardian, in accordance with applicable law, regulations and Board policy and administrative regulations.[7][8]

The Board prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Superintendent or designee that their image not be posted publicly online.

The Board directs district staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without identification.

Accessibility

The Board directs district staff who maintain district-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to:[4][5][12][13][14][15]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.
5. Formatting text so that it is accessible to screen readers and other assistive technology.

All district-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Intellectual Property Rights

The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on district-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Board policy and administrative regulations.[9]

Connecting with Other Social Media Accounts

Content or information posted to district-owned social media accounts shall not be connected to other social media accounts through linking or tagging if the outside account is for a commercial application, product or service and the district or its employees would receive financial or other compensation as a result of the connection.

When an official Board-approved corporate sponsorship or partnership includes connecting with the sponsor on district-owned social media accounts through linking or tagging, such connections shall be addressed in accordance with the provisions of the approved contract or partnership.

District-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

District-owned social media accounts may be connected through linking or tagging to social media accounts of parent-teacher organizations, district-related booster organizations or similar school-related groups when the content or information has been reviewed and approved by the district's chief communications representative.

Personal Social Media Accounts

The district shall not authorize, endorse or participate in posting on private social media accounts of individual school directors or school employees. School directors and employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.

In accordance with Board policy establishing professional boundaries, school employees should only communicate with students through district-provided communication devices or platforms, and shall not follow, accept or make requests to connect or be friends with current students on personal social networking or social media platforms.[16]

The district respects employees' freedom of expression. The district does not actively monitor personal social media accounts of current school employees; however, the district reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the district's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the district establishes that the employee's expression infringed on the interests of the district in promoting the efficient and effective functioning and educational purpose of the district. If employee speech or expression would violate law or Board policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the district shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Board policy.[17][18][19][20][21][22]

Student use of personal social media accounts shall be addressed in accordance with applicable Board policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Board policy, the district shall provide education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. [2][4][23][24][25][26][27][28]

Consequences

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy and administrative regulations.[16][21][29]

Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Code	818 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
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. 24 P.S. 2070.9a 15. Pol. 317.1 16. 24 P.S. 2070.1a et seq 17. Pol. 806 18. Pol. 824 19. 23 Pa. C.S.A. 6311

20. Pol. 113.4

21. 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

75 Pa. C.S.A. 1606

Pol. 610

Pol. 810

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.

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. [\[3\]\[11\]](#)

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. [\[14\]\[15\]](#)

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.[\[16\]](#)
3. District policy related to reporting of suspected abuse and sexual misconduct.[\[17\]](#)
4. Maintenance of professional and appropriate relationships with students.[\[18\]](#)

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.[\[17\]](#)[\[19\]](#)

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.[\[20\]](#)[\[21\]](#)

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
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

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 may 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 school 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/>
- Aavidum: <http://aavidum.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

**Replaces Policy 6021 - Suicide Awareness, Prevention and Response adopted
June 25, 2015**

Book	Policy Manual
Section	800 Operations
Title	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
Code	822 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
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

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

Two (2) or more school employees assigned to the location where the automatic external defibrillator will be primarily housed shall be trained in CPR and AED procedures by completing a training program offered by approved providers. The trained employees 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 trained employees.

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 may develop and disseminate administrative regulations that detail the use of automated external defibrillator (AED) units.

Automated external defibrillator (AED) units may be used by trained members of the district staff.

The provisions of 42 Pa.C.S. § 8331.2 (relating to good Samaritan civil immunity for use of automated external defibrillator) shall apply to school employees who render care with an automatic external defibrillator.

Book	Policy Manual
Section	800 Operations
Title	Naloxone
Code	823
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
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

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.**

Replaces Policy 6022 - Administering Naloxone adopted June 21, 2016

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
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

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.

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 65 Pa. C.S.A. 1101 et seq 2. Pol. 004 3. 51 PA Code 15.2 4. 65 Pa. C.S.A. 1104 5. 2 CFR 200.318 6. Pol. 322 7. 2 CFR 200.112 8. Pol. 317 Pol. 011 Pol. 319 Pol. 609 Pol. 702

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or Conflict of interest shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[\[1\]](#)

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and employees shall be provided with a copy of this policy. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[\[2\]](#)

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[\[3\]](#)[\[4\]](#)

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[\[5\]](#)

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[\[5\]](#)

The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[\[1\]](#)

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

No public official or public employee shall accept an honorarium.[\[1\]](#)

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[\[5\]\[6\]](#)

Improper Influence

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[7\]](#)

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[7\]](#)

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[\[8\]](#)

Replaces Policy 7020 - Conflict of Interest adopted October 23, 2017

Book	Policy Manual
Section	800 Operations
Title	Fraud
Code	828 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 43 P.S. 1423 2. 18 U.S.C. 1513 3. Pol. 317 43 P.S. 1421 et seq 15 U.S.C. 7201 et seq

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.

4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving district monies or resources.

Delegation of Responsibility

The Superintendent or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

Reporting

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent.

If the report involves the Superintendent, the employee shall report his/her suspicions to the (Board President) who shall be responsible to conduct an investigation in place of the Superintendent.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.[\[1\]\[2\]\[3\]](#)

Investigation

The Superintendent shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall issue a report to the Board and designated individuals.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board and Superintendent in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

Book	Policy Manual
Section	800 Operations
Title	Breach of Computerized Personal Information
Code	830 - NEW
Status	Second Reading & Adoption: September 13, 2021 First Reading: August 18, 2021 From PSBA
Legal	1. 73 P.S. 2301 et seq 2. 73 P.S. 2302 3. Pol. 801 4. 73 P.S. 2303 15 U.S.C. 1681a

Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Board directs that district administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

Definitions

Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that the district reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school district for the purpose of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.[\[2\]](#)

Individual - means any natural person, not an entity or company.

Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[2\]](#)

1. Social security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.[\[3\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a

reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[4\]](#)