



Customizing Learning,  
Nurturing Potential...  
Delivering Excellence

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS  
REGULAR BOARD MEETING**

**MONDAY, DECEMBER 10, 2018 - 7:00 PM  
CENTRAL OFFICE BOARD ROOM**

**6:30 PM - EXECUTIVE SESSION - PERSONNEL AND STUDENT MATTERS**

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on December 10, 2018 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President  
Mrs. Barbara L. Bolas, Vice-President  
Mrs. Jennifer L. Bowen (via speaker phone)  
Mr. Phillip J. Elias  
Dr. Daphna Gans  
Mr. Patrick A. Hewitt  
Mr. Louis P. Mafrice, Jr.  
Mrs. Angela B. Petersen (via speaker phone)

School personnel in attendance:

Dr. John T. Rozzo, Superintendent of Schools  
Dr. Sharon Suritsky, Assistant/Deputy Superintendent  
Mr. Raymond Berrott, Director of Technology  
Mr. Scott P. Burchill, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
Mr. Ray Carson, Director of Human Resources  
Mrs. Amy Pfender, Director of Student Support Services  
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning  
Mrs. Mary Ann Stabile, Stenographer  
Mr. Robert Prorok, Solicitor

**CALL TO ORDER/PLEDGE OF ALLEGIANCE (Billerbeck)**

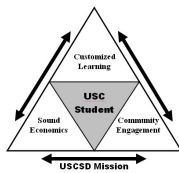
Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m. She noted that Mrs. Bowen and Mrs. Petersen were participating via speaker phone.

**STAR SPANGLED BANNER (Nandita Mahesh)**

Nandita Mahesh, high school student, sang the Star Spangled Banner.

## READING OF THE MISSION

Mr. Hewitt read the following School District Mission Statement:



*Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.*

## SHARED BELIEF STATEMENT #16 FROM STRATEGIC PLAN

Mrs. Bolas read the following Shared Belief Statement #16 from the Strategic Plan:

*We believe that:*

*Because students learn at different rates and in different ways, it is essential to recognize each student's needs and interests when creating opportunities for continuous progress.*

## RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

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

There were no residents' comments at this time.

## REPORT FROM STUDENT BOARD REPRESENTATIVES (Rebecca Speer and Gabriella Spina)

Rebecca Speer and Gabriella Spina reported on various activities at the high school, including the Itty Bitty mini-THON on January 12, the in-school field trip on December 13 titled, "How Does Russia See the World," and an update on the new high school student council newsletter.

## RECOGNITION OF SERVICE (Rozzo)

### ANDREA PERRY, BOYCE TEACHER AIDE

Dr. Rozzo recognized Ms. Andrea Perry, Boyce Teacher Aide, explaining that she was unable to attend the meeting. Ms. Perry's entire tenure with the school district was at Boyce Middle School. She was hired in March 1998 and is retiring in December after 20 years of dedicated service with the school district.

### CYNTHIA STORER, HIGH SCHOOL ATHLETIC SECRETARY

Dr. Rozzo and the Board recognized Mrs. Cynthia Storer, High School Athletic Secretary. Mrs. Storer was hired in February 1992 as a .5 Special Education Teacher Aide at Eisenhower. In August 1992 she transferred to the High School as a .5 Secretary for the Athletic Department. In August 1998, Mrs. Storer's status changed to .75. She is retiring in January 2019 after 26 years of dedicated service with the school district.

Mrs. Storer commented that she truly enjoyed her employment with the school district, including working for five athletic directors, and that the 26 years went by so quickly. She stated that she is looking forward to spending time in the South with warmth and sunshine when she retires.

Dr. Rozzo and Mrs. Billerbeck presented Mrs. Storer with an engraved candy jar, USC iPad portfolio and Certificate of Recognition.

Dr. Kevin Deitrick, Athletic Director, also thanked Mrs. Storer for all of the assistance she gave to him over the past year.

#### **PRESENTATION REGARDING UPDATE ON ATHLETIC PROGRAM AND SUMMARY OF FALL SPORTS SEASON (Deitrick)**

Dr. Rozzo stated that Dr. Deitrick has done a great job as the Athletic Director and that he asked Dr. Deitrick to provide an update on the athletic program with a focus on the fall sports season. Dr. Rozzo explained that Dr. Deitrick will present another update at the end of the school year.

Dr. Deitrick shared a PowerPoint presentation regarding the 2018 Fall Season Summary, which included information regarding the Fall Community Pep Rally, Panther Academic Cup and a summary of each of the following fall sports, their team and individual accomplishments, and future goals/plans: Field Hockey, Girls' Volleyball, Girls' Tennis, Girls' Soccer, Girls' Golf, Football, Boys' Soccer, Boys' Golf, and Boys' and Girls' Cross Country. Dr. Deitrick also shared information regarding the KDKA Extra Effort Award that Tommy O'Brien won, the WPIAL Sportsmanship Summit, and National Letter of Intent.

Dr. Deitrick responded to questions and comments of Board members.

Mrs. Billerbeck thanked Dr. Deitrick for his presentation and for his commitment to developing the students' character development, as well as their athletic development.

#### **APPROVAL OF AGENDA (Billerbeck)**

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

#### **APPROVAL OF MINUTES**

MOTION: By Mafrice: I move that the Board approve the minutes of the November 19, 2018 Board meeting. Seconded by Bolas, and carried on unanimous voice vote.

MOTION: By Mafrice: I move that the Board approve the minutes of the December 3, 2018 Board reorganization meeting. Seconded by Bolas, and carried on unanimous voice vote. (Dr. Gans abstained)

#### **SUPERINTENDENT'S REPORT (Rozzo)**

##### **APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED**

Dr. Suritsky read the Commendations & Recognitions.

MOTION: By Gans: I move that the Board approve the Commendations & Recognitions AS ATTACHED. Seconded by Mafrice, and carried on unanimous voice vote.

##### **APPROVAL OF SALARY ADJUSTMENTS FOR ADMINISTRATORS AND NON-REPRESENTED EMPLOYEES**

MOTION: By Hewitt: I move that the Board approve annual salary adjustments for all administrators (excluding the Superintendent) and all non-represented employees AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Gans, and carried on unanimous roll call vote.

## **APPROVAL OF RESOLUTION REGARDING STAFFING**

**MOTION:** By Bolas: The Superintendent recommends and I move that the Board approve the following resolution regarding staffing. Seconded by Mafrice, and carried on unanimous roll call vote.

The District staff be increased by the following positions:

1.00 Teacher Aide (Fort Couch)  
0.50 School Psychologist

## **DISCUSSION REGARDING 2019 STANDING COMMITTEE APPOINTMENTS (Billerbeck/Rozzo)**

Mrs. Billerbeck requested Board members to let her or Mrs. Stabile know by Friday, December 14 if they were interested in changing any of their Standing Committee appointments.

## **OVERVIEW OF PRELIMINARY 2019-20 ACT 1 BUDGET PROCESS (Rozzo/Burchill)**

Mr. Burchill shared information regarding the timeline of events related to the 2019-20 budget process. He noted that January 31, 2019 is the deadline for the Board to adopt a resolution indicating that it would not raise the rate of any tax by more than the Act 1 Index of 2.3%. He also explained that a proposed final budget is required to be adopted by the end of May 2019 and a final budget by June 30, 2019.

## **FIRST READING OF POLICY #4017 - USE OF FORCE POLICY - ATTACHED**

Dr. Rozzo and Mr. Carson presented a first reading of Policy #4017 – Use of Force Policy AS ATTACHED.

Mr. Carson stated that this extensive policy is being implemented as a best practice and requested comments regarding the proposed policy. He explained that the policy includes the rules of engagement for the armed school police officers and how they would be held accountable when using force.

## **BUSINESS & FINANCE (Burchill)**

### **APPROVAL OF EXPENSES BETWEEN DECEMBER 11, 2018 THROUGH JANUARY 28, 2019 TO BE RATIFIED AT JANUARY 28 BOARD MEETING (Burchill)**

**MOTION:** By Elias: The administration recommends and I move that the Board authorize the normal, customary and regular payments of salaries, benefits, and other expenses between December 11, 2018 through January 28, 2019 to be considered for approval/ratification at the January 28, 2019 Board meeting. Seconded by Gans, and carried on unanimous roll call vote.

## **ADMINISTRATORS' REPORTS**

### **ADMINISTRATIVE UPDATES (Rozzo)**

- **JUDY BULAZO** – Dr. Bulazo provided an update regarding the Fast Track Curriculum Recommendations and a meeting that was held with the Community Curriculum Input Committee, that included two new members. She noted that the Curriculum Recommendations Final Panel meeting was being held on December 11 and that they would be presented to the Board for approval in January.

- **RAY CARSON** – Mr. Carson shared information regarding training that a group attended last Friday regarding the Safe2Say mandated reporting system that must be implemented by January 2019, noting that all students in grades 5-12 and staff would also receive training. He stated that the District website is being updated to include information regarding safety and security. Mr. Carson reported that training for the TalentEd system is being completed with the target date of mid to late January to launch the website.
- **SHARON SURITSKY** – Dr. Suritsky reported regarding a new initiative titled USC LeadHER. She explained that a commitment of \$25,000 has been received to fund the start-up for this girls' and women's leadership training initiative and that she is hopeful to receive a funding match for the program. Dr. Suritsky shared information regarding how the initiative idea originated and the two consultants who would be assisting, Pernille Spiers-Lopez and Marta McClintock-Comeaux. Dr. Suritsky stated that she would share more information regarding the initiative in January.
- **BRAD WILSON** – Mr. Wilson shared information regarding how he has been assisting with sharing information regarding processes of workflow, choice-based initiatives, and snippet videos for parents on how to better access information. He is also assisting staff members with processes and workflows for PLCs, study hall periods, and career day.

## CONSENT AGENDA

MOTION: By Mafrice: I move that the Board approve the following Consent Agenda Items, contingent upon documentation acceptable to the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried on unanimous roll call vote.

**a. APPROVAL OF PERSONNEL LISTINGS (Rozzo) - ATTACHED**

Approve the Personnel Listings, pending receipt of all paperwork and required clearances, AS ATTACHED.

**b. APPROVAL OF HIGH SCHOOL MARCHING BAND TRIP TO PARTICIPATE IN KENTUCKY DERBY PEGASUS PARADE (Rozzo)**

Authorize the High School Marching Band to travel to Louisville, Kentucky on Thursday, May 2, 2018 and returning on Saturday, May 4, 2018 to participate in the Kentucky Derby Pegasus Parade.

**c. APPROVAL OF FORT COUCH SYMPHONIC WINDS AND JAZZ BAND TRIP TO PARTICIPATE IN HERSHEY PARK FESTIVAL OF MUSIC (Rozzo)**

Authorize the Fort Couch Symphonic Winds and Fort Couch Jazz Band to travel to Hershey, Pennsylvania on Friday, May 31, 2019 and returning on Saturday, June 1, 2019 to perform at the Hershey Park Festival of Music.

**d. SECOND READING AND ADOPTION OF POLICY #4016 - BEHAVIOR SUPPORT POLICY (Pfender) - ATTACHED**

Approve the adoption of Policy #4016 - Behavior Support Policy AS ATTACHED.

**e. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH AIU REGARDING TRANSLATION SERVICES (Pfender)**

Approve the Memorandum of Understanding Regarding Translation Services with the Allegheny Intermediate Unit for TransPerfect Remote Interpreting to provide telephone interpretation for non-English speaking parents and families.

**f. APPROVAL OF AGREEMENT WITH LEXIPOL TO PARTNER WITH DEVELOPMENT/CREATION OF ON-LINE POLICIES AND PROCEDURES MANUAL FOR SCHOOL POLICE DEPARTMENT (Carson)**

Approve the agreement with Lexipol to partner on the development/creation of an on-line policies and procedures manual for the USCSD Police Department.

**g. APPROVAL OF ITEMS TO DECLARE SURPLUS (Berrott)**

Approve the list of technology equipment to be declared surplus and authorize the administration to sell, exchange, dispose or donate the items in accordance with the provisions in Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks.

**h. APPROVAL OF TREASURER'S REPORT (Burchill)**

Approve the Treasurer's Report, including approved total of Bill List and Check File Listing as follows:

Fund 10 (General Fund) - \$658,663.15  
Fund 31 (Capital Reserve Fund) - \$15,588.00  
Fund 36 (Construction Fund) - \$24,078.00  
Fund 50 (School Lunch Fund) - \$281,577.78

**i. APPROVAL OF VENDING CONTRACT WITH PITTSBURGH NATURAL (Burchill)**

Approve a three-year vending contract with Pittsburgh Natural to provide drinks and snacks at Boyce and Fort Couch Middle Schools and the High School only accessible to students after school hours and 24-hours a day in all non-student locations.

**j. APPROVAL OF MUNICIPAL LEASE FOR PURCHASE OF KITCHEN EQUIPMENT (Burchill)**

Approve a municipal five-year lease agreement in the amount of \$85,181.00 at a rate of 3.60% with Laurel Capital Corporation to purchase kitchen equipment from Curran Taylor under the COSTARS cooperative purchasing program.

**APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS (Burchill/Brennan/McLean)**

MOTION: By Gans: I move that the Board approve the following change order for Capital Improvements at High School and Boyce. Seconded by Mafrice, and carried on unanimous roll call vote.

| <u>Change Order No.</u> | <u>Vendor</u>                     | <u>Amount</u> |
|-------------------------|-----------------------------------|---------------|
| PC-007                  | Tedesco Excavating & Paving, Inc. | \$10,669.00   |

## **DISCUSSION & ESTABLISHMENT OF 2019 SCHOOL BOARD MEETINGS (Rozzo)**

**MOTION:** By Hewitt: The Superintendent recommends and I move that the 2019 regular meetings of the Upper St. Clair Board of School Directors be held each month in the Central Office Board Room at 7:00 p.m. prevailing time as follows. Seconded by Bolas, and carried on unanimous voice vote.

January 28  
February 25  
March 25  
April 23 (Tuesday)  
May 20  
June 19 @ 8:00 a.m. (Wednesday)  
August 19  
September 23  
October 28  
November 25  
December 9

The Board reorganization meeting will be held on Monday, December 2. No regular meetings will be scheduled for the month of July. Special meetings will be called as needed.

The Committee of the Whole meetings of the Upper St. Clair Board of School Directors will be held each month in the Central Office Board Room at 7:00 p.m. prevailing time as follows:

January 14 (Curriculum Recommendations Presentation @ 5:00 p.m.)  
February 11  
March 11  
April 8  
May 6  
June 3 (Curriculum Recommendations Presentation @ 5:00 p.m.)  
August 5 @ 8:00 a.m.  
September 9  
October 14  
November 11

No Committee meetings will be held in July or December. Special meetings will be called as needed.

The Board Secretary is authorized to advertise the schedule of 2019 regular and committee meetings as set forth above and to include in the advertisement that at all such meetings the Board may vote on all matters of general purpose coming before the Board.

## **HOLIDAY RESOLUTION (Billerbeck)**

**MOTION:** By Bolas: I move that the Board adopt the following resolution. Seconded by Mafrice, and carried on unanimous voice vote.

BE IT RESOLVED, that the Board of School Directors of Upper St. Clair wishes everyone an enjoyable holiday season as you observe your celebrations and traditions at this special time of the year. May good fortune and warm memories surround you and your loved ones and may each of you have a very healthy and happy new year.

## **ANNOUNCEMENT REGARDING EXECUTIVE SESSIONS (Billerbeck)**

Mrs. Billerbeck announced that the Board met in executive session on the following dates:

December 3, 2018 – Personnel, Real Estate and Safety/Security Matters

December 10, 2018 – Personnel and Student Matters

## **MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION**

### **REPORT FROM PTC SUPERINTENDENT OPEN MIC - DECEMBER 5**

Dr. Rozzo reported that the Parent Teacher Council hosted a Superintendent Open Mic on December 5. He stated that the main topic for the evening was a team presentation on safety and security. Dr. Rozzo stated that approximately 60 community members attended and that questions relating to safety and security as well as any school district subject were accepted and responses were provided. He thanked Dr. Suritsky, Mrs. Pfender, Mr. Bryson, Mrs. Madia, and Mr. Carson for their presentations and thanked Mr. Berrott and Mr. Wilson for their technology support. Dr. Rozzo also thanked the Parent Teacher Council for helping to facilitate the event. He stated that the school district would continue to share information regarding safety and security with the Board and the community.

Mrs. Billerbeck and Dr. Gans thanked Dr. Rozzo and the administration for their comprehensive presentation.

## **ADJOURNMENT**

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:29 p.m.

Amy L. Billerbeck, President  
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary  
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile  
School Board Stenographer

## **COMMENDATIONS & RECOGNITIONS DECEMBER 2018**

### ***High School***

Upper St. Clair High School senior Tommy O'Brien was named a KDKA-TV Extra Effort Award winner for his success on the field and in the classroom. Doug Petrick, high school science teacher and cross country/track coach, nominated Tommy for the award. Tommy has participated in varsity cross country for the last three years and was voted team captain by his peers this year. Tommy finished sixth at the 2018 AAA WPIAL Championships, the highest finish by an individual male USC cross country athlete in more than 30 years. He finished 18th in the PIAA AAA Championship becoming the first male USC cross country athlete to earn a state medal in the past 30 years. In addition to his success in athletics, Tommy is actively involved in the performing arts including choir and musical theater. He currently serves as president of the Pantheon Choir and vice-president of the Men's Ensemble. Volunteerism is also a big part of Tommy's life. Last year, he served as a USC High School junior mentor, helping freshmen students with their transition from middle school to high school and also volunteered for the USC Mini-THON for the last two years.

**4017 Use of Force – School Police Officers****Purpose**

It is the policy of the Upper St. Clair School District that School Police Officers shall only use force when authorized by law and shall only use the amount of force reasonably necessary to mitigate an incident while protecting themselves and others from harm. School Police Officers are advised that the priority of the School District is the safety of students. This includes the safety of any student who is the perpetrator of a crime or the subject to be controlled by the officer. Officers shall not retaliate, taunt, or engage in any malicious behavior towards a student.

**Authority**

In order to preserve a safe school environment for students and staff, the Upper St. Clair School District has appointed School Police Officers with all of the powers and duties set forth by 24 P.S. § 13-1306-C. School Police Officers who are properly trained in accordance with the laws of the Commonwealth may possess weapons on their person. This policy shall set forth guidelines for School Police Officers who have been authorized and approved by the Board to carry weapons while on duty. 24 P.S. § 5-510; 24 P.S. § 13-1305-C.

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for ensuring compliance with the laws of the Commonwealth of Pennsylvania and this policy relating to the use of force by School Police Officers. The Superintendent or designee shall maintain administrative regulations, as necessary, to ensure proper implementation of this policy.

The Chief of School Police shall establish and maintain a training program under which all School Police Officers are adequately and properly trained on this policy and the continuum of force set forth herein.

The Chief of School Police shall conduct a periodic analysis of incident reports regarding the use of force and make recommendations relating to training or policy modification that may be necessary.

The Chief of School Police may recommend additional law enforcement policies for the operation and management of the School Police force consistent with this policy and subject to Board approval, as applicable.

### **Definitions**

**Objectively Reasonable** – The reasonableness of a particular use of force is based on the totality of the circumstances known by an officer at the time of the use of force. Circumstances may include, but are not limited to, the seriousness of the crime, the level of the threat or resistance presented by the individual, and the danger to the school community.

**Physical Force** – Any physical strike or instrumental contact with a person, application of pain compliance techniques or any significant physical contact that restricts movement of a person. This term does not include escorting or handcuffing a person with minimal or no resistance.

**Proportional Force** – Proportional force is the use of force that is proportional to the law enforcement objective at stake and is generally force that is one level higher than the force used by the subject. Application of proportional force must reflect the circumstances, including the presence of imminent danger to officers or others, and be reasonably proportionate to the threat. Proportional force does not require officers to use the same type or amount of force as the subject presents.

**Serious Physical Injury** – An injury that creates a substantial risk of death, causes serious permanent disfigurement or results in long term loss or impairment of the functioning of a body part or organ.

### **Guidelines – Use of Force**

In using any level of force with respect to students, a School Police Officer shall at all times be cognizant of the age, perceived age, grade level, size and physical and mental capacity of the student. In general, the District's policy is to avoid the use of any law enforcement device, such as O.C. (Pepper) Spray or restraints, with respect to any student whose actions do not constitute an immediate threat to himself or another, unless the School Police Officer determines the use of a law enforcement device is justified under the circumstances. O.C. Spray shall not be used for crowd control. The School District does not envision the use of any such law enforcement devices with respect to any student in Grades K-8 under any but the most unusual circumstances and the Officer can justify such use for the protection of the student or others from serious bodily injury.

The levels, or continuum of force, School Police Officers use shall include officer presence, verbal commands, de-escalation, empty-hand controls, less-lethal force, and lethal force. The continuum of force is further defined herein.

### *De-escalation*

Prior to using force, when safe and without compromising law enforcement objectives, School Police Officers shall use de-escalation techniques to attempt to slow down and/or stabilize a situation to allow for more time, options, and resources for incident resolution. De-escalation techniques include, but are not limited to:

1. Mitigating the immediacy of the threat by containing or reducing exposure by moving to a safer position;
2. Establishing communications from a safe position;
3. Use of verbal techniques to promote rational decision making; and
4. Avoidance of physical confrontation, unless immediately necessary.

When safe and feasible, School Police Officers should consider whether a subject's lack of compliance is a deliberate attempt to resist or an inability to comply based on factors such as, but not limited to, a medical condition, mental impairment, developmental disability, language barrier, influence of drug or alcohol use, perceived age, and/or behavioral crisis. School Police Officers should accept information and recommendations from school staff regarding individual students and any disability or behavioral needs that may be relevant.

### *Use of Force*

School Police Officers have the right to use force in achieving lawful objectives, as delineated within this policy and consistent with 18 Pa. C.S. § 508 (Use of Force in Law Enforcement) and § 509 (Use of Force by Persons with Special Responsibility for Care, Discipline or Safety of Others). School authorities may use reasonable force to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purposes of self-defense, or for the protections of persons or property. 22 Pa.Code § 12.5. School Police Officers must only use the amount of force that is objectively reasonable and necessary under the circumstances and proportional to the threat or resistance of the individual. Use of force that is objectively unreasonable or unnecessary may subject the Officer to disciplinary action, up to and including termination, as well as civil and criminal liability.

### *Use of Lethal Force*

School Police Officers are authorized to use lethal force upon another person when it appears reasonably necessary to: (1) protect the Officer or another person from the use or imminent use of lethal physical force; (2) to prevent the escape from custody of a person if, based on the objective and reasonable belief that:

1. The suspect has committed or is in the process of committing a felony involving the infliction or threatened infliction of serious physical injury or death; and
2. The escape of the subject would pose an imminent danger of serious physical injury or death to the officer or another person unless the suspect is apprehended without delay and all other reasonable means of apprehension have been exhausted.

In determining whether lethal force is warranted, the Officer shall act upon their reasonable belief. Prior to the use of lethal force, where safe and feasible, Officers will identify themselves as law enforcement and order the subject to stop the activity which authorizes the use of lethal force.

### *Restrictions on the Use of Lethal Force*

Officers will not use lethal force to subdue persons whose actions are a threat only to property or against persons whose conduct is a threat only to themselves.

Officers will not fire any weapon from or at a moving vehicle except to counter an imminent threat of death or serious physical injury to the Officer or another person, and when no other means are available at the time to avoid or eliminate the danger. Officers will consider the following factors in determining whether shooting at or from a moving vehicle is justified:

1. An occupant of the vehicle is using or threatening to use lethal force by means other than the vehicle.
2. The vehicle is being operated in a manner deliberately intended to strike a person.
3. All other reasonable means of defense (including taking cover or moving out of the path of the vehicle or other evasive action) have been exhausted, are not practical or are not present.

Warning shots are prohibited.

Officers will not fire any weapon to humanely destroy an animal unless this is objectively reasonable to prevent potential bodily harm to other persons.

Officers will avoid the use of the following unless lethal force is reasonably believed to be necessary within the guidelines and in compliance with law and this policy:

1. Choke holds; and/or
2. Strikes with an instrument other than hands or fists above a person's shoulder.

Where lethal force is not authorized, Officers may use less lethal methods, empty hand control and only that level of force that is objectively reasonable to bring an incident under control according to the use of force continuum.

#### *Rendering Aid*

Following any use of force, Officers shall evaluate the subject for injuries. Officers must immediately request an ambulance, paramedics or other appropriate medical personnel for all subjects who show signs of injury or complain of injury following any use of force. Officers shall proceed to render appropriate medical aid within their training as soon as practicable.

#### *Reporting Requirements*

School security or School Police Officers involved in a use of force incident must notify the Chief of School Police and Superintendent as soon as practicable after the situation has been brought under control. If a student is injured during the use of force, the injury shall be reported to ChildLine as required by the Child Protective Services Law. 23 Pa.C.S. § 6301 *et seq.* If an eligible student under the Individuals with Disabilities Education Improvement Act (IDEA) is restrained as that term is defined by 22 Pa.Code § 14.133, the School Police Officer shall cooperate with all restraint reporting requirements.

When a firearm is discharged the Chief of School Police, the Superintendent and/or designee, and the Upper St. Clair Township Police shall be notified immediately.

A School Police incident report containing reasons and type of force used must be completed for the following:

1. Whenever a School Police Officer's actions result in, or are alleged to have resulted in, the injury or death of another person.

2. Whenever a School Police Officer applies force through the use of a lethal weapon.
3. Whenever a School Police Officer applies physical force as defined in this policy, including the use of empty-hand control and less-lethal methods.
4. Whenever a School Police Officer discharges a firearm other than for authorized training purposes.

#### *Lethal Force and Serious Injury Incident Response*

The Chief of School Police will respond to the scene of all reportable incidents involving the use of lethal force or serious injury and immediately notify the Upper St. Clair Township Police and/or other external law enforcement. Where the use of force by a School Police Officer results in death or serious physical injury of any individual, the Chief of School Police or designee shall request that a separate law enforcement entity of competent jurisdiction conduct a comprehensive investigation.

The Chief of School Police will participate in the collection of information and cooperate with external law enforcement investigation as directed by the external law enforcement agency. If the Chief of School Police is the individual directly involved in the use of lethal force or serious injury, the incident will be immediately referred to external law enforcement for response and investigation. All incidents will simultaneously be referred to the Superintendent or designee (Human Resources) for employment investigation purposes, subject to any limitation on internal investigation imposed by external law enforcement.

While the above investigation into the incident of death or serious physical injury is pending, the School Police Officer involved shall be removed from active duty pursuant to applicable personnel procedures and consistent with laws, regulations and District policy.

Any School Police Officer whose actions or use of force results in death or serious physical injury shall be referred to the appropriate mental healthcare professional or Employee Assistance Program for support.

#### **Guidelines – Firearms**

School Police Officers authorized to carry firearms shall have the firearm under their control at all times. Firearms shall be holstered, except when in use by the officer.

Firearms shall be properly and routinely cleaned and maintained in proper working order. Firearms will be inspected by the Chief of Police on a periodic and random basis.

Firearms utilized by School Police shall include an internal safety mechanism to prevent accidental discharge.

*Storage –*

School Police Officers are responsible for the general safekeeping and handling of their firearms at all times. No District authorized firearm shall be stored in any school building area, whether locked or unlocked. When on school premises, traveling between sites on school business and/or when traveling to and from work, the firearm shall be safely placed in a school-issued gun holster. The Officer is personally responsible for maintaining the firearm in a safe manner at all other times when the equipment is in the Officer's possession.

In the event that there is a need to store a District authorized firearm on District property, the firearm shall be emptied of ammunition, stored unloaded in a locked gun safe, and the ammunition should be stored in a separate locked gun safe. All gun safes shall be capable of safely storing weapons in a manner prohibiting access by unauthorized persons and ensuring the safety and welfare of staff and students. Access to the school safes shall be limited to assigned Administrators, School Police Officers and the Chief of School Police.

*Use –*

When in use, the firearm shall remain under strict control of the School Police Officer.

All weapons shall be loaded and unloaded in a safe, secure and private environment, unless extenuating circumstances dictate otherwise. The School District shall provide and designate such safe, secure and private environments to be used for loading and unloading of firearms.

Weapons shall be worn and used only while the School Police Officer is performing his/her normally assigned duties.

Weapons shall not be worn while the School Police Officer is off duty or while traveling out of the Commonwealth of Pennsylvania, except for the following circumstances:

1. To and from home as a School Police Officer when such route is direct.
2. To and from off-site locations to conduct official school business.
3. To and from interschool district locations and interschool district locations in order to conduct official school business.
4. With expressed written permission of the Chief of School Police and the Superintendent or designee.

#### *Discharge of a Firearm –*

Firearms may be discharged only in a manner consistent with the use of lethal force provisions of this policy.

#### *Damage or Loss of Firearms –*

In the event that a firearm is lost or damaged, the Officer must:

1. Make an immediate verbal report to the Chief of School Police, who shall immediately notify the Superintendent and/or designee.
2. Follow up his/her verbal report with a written police report no later than the end of the officer's tour of duty.

When a firearm is lost or damaged in the performance of an official duty and not due to Officer negligence, the District shall be responsible for the expense of repair or replacement. If loss or damage is found to be the result of Officer gross negligence, the Officer may be responsible for repair or replacement.

Loss or theft of a firearm shall be reported to Upper St. Clair Township Police or other jurisdictionally appropriate police department by the Chief of School Police without delay.

Disciplinary consequences may be imposed upon the offending Officer where loss or damage of a firearm is caused by Officer negligence.

#### **Force Continuum**

Officer presence – No force is used. This method shall be the preferred method of control. The mere presence of a School Police Officer works to deter crime or diffuse a situation. The Officer's attitude shall be professional and non-threatening.

Verbal direction – Force used is not physical. School Police Officer issues a calm, nonthreatening command, such as "Let me see your hands." The School Police Officer may increase voice volume and shorten commands in an attempt to gain compliance. Commands issued to students shall appropriately reflect a student's

age and developmental level, and shall not consist of taunting, name calling, threats, racial or ethnic slurs, or cursing directed at the student.

De-escalation techniques – Techniques that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of gaining voluntary compliance.

Empty-hand control – School Police Officers use bodily force to gain control of a situation.

1. Soft technique is utilized when an officer uses grabs, holds, and joint locks to restrain an individual.
2. Hard technique is utilized when an officer uses punches or kicks to restrain an individual.

Less-lethal methods – School Police Officers use less lethal technologies to gain control of a situation. An example of less-lethal methods School Police Officers are authorized to use OC Spray to restrain a combative person.

Lethal force – School Police Officers use lethal weapons to gain control of a situation. Lethal force shall only be used when a suspect uses or poses the imminent use of lethal physical force or to prevent the escape from custody of a person who is using or poses the imminent use of lethal physical force if not apprehended without delay.

### **Training**

School Police Officers are only authorized to use department approved devices, tactics or weapons for which they have been trained and demonstrated proficiency.

All School Police Officers authorized to carry a lethal or less-lethal weapon must be issued copies of, and be instructed in, the use of force policy and de-escalation techniques before being authorized to carry such a weapon or device.

All School Police Officers who carry a firearm while performing their duties for the School District shall be properly qualified for the use of said firearm at least twice per year with said weapon in accordance with the laws, rules and regulations of the Commonwealth of Pennsylvania.

Weapons qualifications and proficiency training shall be monitored by a certified weapons instructor. Firearms proficiency requirements are outlined in the Municipal Police Officers Education and Training Commission (MPOETC) standards for police certification.

In the event the School Police Officer fails to complete the necessary training to maintain their status as a certified School Police Officer, the School Police Officer shall immediately notify the Chief of School Police.

**Review of Policy; Liability**

This policy shall be reviewed on at least an annual basis and revisions recommended as necessary. The District shall be adequately insured at all times for all duties and obligations contained in this policy.

In the event it is necessary, all such authorized School Police Officers who are subject to the rules and regulations of this policy shall be represented by legal counsel at the sole cost and expense of the District, except in the event that the Officer commits a willful, intentional or grossly negligent act with any lethal or less-lethal weapon while on duty or acts outside the scope of the Officer's employment.

All costs and expenses necessary for the implementation of this policy shall be borne solely by the District, which shall include the required periodic training of School Police Officers and other authorized personnel.

FIRST READING: December 10, 2018

**PERSONNEL LISTINGS****DATE: December 10, 2018****Board Meeting****Professional Staff – Elections**

| Name             | Location    | Assignment                                                                                                                                                     | Effective | Salary               |
|------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|
| Lang, Richard    | Boyce       | Music Teacher (Long-term Substitute for J. Schetley) retroactively from 8-21-18 through anticipated end date 1-22-19                                           | 8-21-18   | \$51,070 (pro-rated) |
| Shuey, Katherine | High School | Social Studies Teacher (Long-term Substitute for D. Durkin) Anticipated dates 12-3-18 through last day of teacher responsibility for the 2018-2019 school year | 12-3-18   | \$51,100 (pro-rated) |

**Professional Staff – Change of Status (Assignment)**

| Name            | From                                  | To                                     | Effective |
|-----------------|---------------------------------------|----------------------------------------|-----------|
| Magill, Kathryn | .5 Central Office School Psychologist | 1.0 Central Office School Psychologist | 1-2-19    |

**Professional Staff – Change of Status (Long-term Assignment Dates)**

| Name            | Location | From                                                                                               | To                                                                              |
|-----------------|----------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Lettieri, Jenna | Streams  | Elementary Teacher (Long-term Substitute for A. Conrad) anticipated dates 9-12-18 through 12-21-18 | Elementary Teacher (Long-term Substitute for A. Conrad) 9-12-18 through 1-31-19 |

**Professional Staff – Change of Status (Leaves)**

| Name          | Location | Assignment         | From                                                      | To                                      |
|---------------|----------|--------------------|-----------------------------------------------------------|-----------------------------------------|
| Conrad, Anne  | Streams  | Elementary Teacher | Personal Leave Anticipated dates 9-20-18 through 12-21-18 | Personal Leave 9-14-18 through 1-29-19  |
| Royer, Amanda | Streams  | Elementary Teacher | Personal Leave 8-21-18 through 11-16-18                   | Personal Leave 8-21-18 through 11-20-18 |

**Classified Staff – Elections**

| Name                | Location    | Assignment                               | Effective | Salary               |
|---------------------|-------------|------------------------------------------|-----------|----------------------|
| Engel, Rachelle     | Boyce       | 1.0 Teacher Aide                         | 1-2-19    | \$19,129 (pro-rated) |
| Valeriano, Kimberly | High School | 1.0 Head Secretary (Athletic Department) | 1-2-19    | \$52,395 (pro-rated) |

**Classified Staff – Change of Status**

| Name                | From                              | To                                                     | Effective |
|---------------------|-----------------------------------|--------------------------------------------------------|-----------|
| Blodgett, Christine | Sub Nutrition Center (\$10.00/hr) | Boyce Part-time Nutrition Center Worker (\$12.03/hr)   | 11-20-18  |
| Murphy, Jennifer    | Sub Nutrition Center (\$10.00/hr) | Streams Part-time Nutrition Center Worker (\$12.03/hr) | 11-20-18  |

**Classified Staff – Leave of Absence**

| Name            | Location            | Assignment       | Type of Leave  | Leave Dates            |
|-----------------|---------------------|------------------|----------------|------------------------|
| Leonard, Debrah | High School/Streams | Health Room Aide | Personal Leave | Return to Work 12-4-18 |

**Other Staff – Elections**

| Name             | Location       | Assignment                            | Effective | Salary               |
|------------------|----------------|---------------------------------------|-----------|----------------------|
| MacDonald, Sarah | Central Office | Confidential Administrative Assistant | 1-2-19    | \$45,500 (pro-rated) |

**District Substitute List – Additions**

Professional:

| Name          | Type of Substitute  | Effective |
|---------------|---------------------|-----------|
| Chaney, April | School Nurse        | 11-28-18  |
| Smith, Elyse  | School Nurse        | 1-7-19    |
| Zwirn, Allie  | Grades PK-4 and 5-6 | 12-17-18  |

**District Substitute List – Additions**

Classified:

| <b>Name</b>   | <b>Type of Substitute</b> | <b>Effective</b> |
|---------------|---------------------------|------------------|
| Fast, Ellen   | Nutrition Center Worker   | 12-10-18         |
| Pawling, John | Custodian                 | 12-17-18         |

**District Substitute List – Deletions**

Administrative:

| <b>Name</b>       | <b>Type of Substitute</b> | <b>Effective</b> |
|-------------------|---------------------------|------------------|
| Kushner, Terrence | Administrator             | 11-19-18         |

Professional:

| <b>Name</b>             | <b>Type of Substitute</b>                                                                                                      | <b>Effective</b> |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------|
| Belle, Tracey           | Mathematics 7-12, Physics 7-12, Chemistry 7-12                                                                                 | 11-19-18         |
| Brown, Sara             | English 7-12                                                                                                                   | 11-19-18         |
| Buechel, Mary           | Elementary K-6, Elementary School Counselor L-6                                                                                | 11-19-18         |
| Chakos, Heidi           | Special Ed N-12                                                                                                                | 11-19-18         |
| Ciarrocchi, Jillian     | Grades PK-4                                                                                                                    | 11-19-18         |
| Crowley, Kelly          | Elementary K-6, Special Ed N-12                                                                                                | 11-19-18         |
| Compel, Lauren          | School Nurse                                                                                                                   | 11-19-18         |
| Delauter, Ashley        | Reading Spec K-12, Elementary K-6                                                                                              | 11-19-18         |
| Demay, Danielle         | Elementary K-6                                                                                                                 | 11-19-18         |
| Fagan, Kristin          | Social Studies 7-12                                                                                                            | 11-19-18         |
| Fleming, Charles        | Mathematics 7-12                                                                                                               | 11-19-18         |
| Flood, Katie            | English 7-12                                                                                                                   | 11-19-18         |
| Foster-Cianflone, Karly | Elementary K-6, Mid-Level English 7-9                                                                                          | 11-19-18         |
| Fox, Kelsey             | Grades Pk-4                                                                                                                    | 11-19-18         |
| Gallego, Kaisa          | Elementary K-6                                                                                                                 | 11-19-18         |
| Garofalo, Nicholas      | Grades PK-4                                                                                                                    | 11-19-18         |
| Gerber, Jessica         | Grades PK-4, Special Ed PK-8                                                                                                   | 11-19-18         |
| Graziani, Monica        | Biology 7-12                                                                                                                   | 11-19-18         |
| Griffith, Nina          | Reading Specialist K-12, Elementary K-6                                                                                        | 12-6-18          |
| Henry, Winfred          | Biology 7-12, Social Studies 7-12, Chemistry 7-12, Bus/Comm/Info Tech K-12, Technology Ed K-12, Mathematics 7-12, Physics 7-12 | 11-19-18         |
| Honeycutt, Cortney      | Ele & Secondary Counseling                                                                                                     | 11-19-18         |
| Kasprzak, Brandie       | Art K-12                                                                                                                       | 11-19-18         |
| Knetzer, Michael        | Social Studies 7-12                                                                                                            | 11-19-18         |
| Loy, Erin               | Grades PK-4, Special Ed Pk-8                                                                                                   | 11-19-18         |
| Navoney, Gary           | Elementary K-6                                                                                                                 | 11-19-18         |
| Olivio, Cassandra       | Grades PK-4                                                                                                                    | 11-19-18         |
| Panchura, Chelsey       | Special Ed 7-12, English/Comm 7-12                                                                                             | 11-19-18         |
| Phillippi, Katelyn      | Mathematics 7-12                                                                                                               | 11-19-18         |
| Pierosh, Jennifer       | Elementary K-6                                                                                                                 | 11-19-18         |
| Plumb, Daniella         | Grades PK-4                                                                                                                    | 11-19-18         |
| Salvador, Julia         | Grades PK-4                                                                                                                    | 11-19-18         |
| Sclicht, Amy            | Elementary School Counseling K-6, Secondary School Counseling 7-12                                                             | 11-19-18         |
| Schmidt, Maura          | Elementary K-6, Special Ed N-12                                                                                                | 11-19-18         |
| Shatten, Sharissa       | Ele & Secondary Counseling                                                                                                     | 11-19-18         |
| Sherry Michael          | English 7-12                                                                                                                   | 11-19-18         |
| Sofis, Timothy          | Social Studies 7-12                                                                                                            | 11-19-18         |
| Straw, Jennifer         | Elementary K-6, Early Childhood N-3                                                                                            | 11-19-18         |
| Steiner, Dinelle        | English 7-12, Program Spec ESL, Elementary K-6                                                                                 | 11-19-18         |
| Thomas, Kelly           | Social Studies 7-12, English/Comm 7-12, English 7-12                                                                           | 11-19-18         |

|                    |                     |          |
|--------------------|---------------------|----------|
| Trinkala, Kimberly | Elementary K-6      | 11-19-18 |
| Voyten, Eric       | Elementary K-6      | 11-19-18 |
| Vukela, Brian      | Grades PK-4         | 11-19-18 |
| Waine, Michael     | Biology 7-12        | 11-19-18 |
| Wisniewski, Sarah  | Grades PK-4         | 11-19-18 |
| Young, Ashley      | Health/Phys Ed K-12 | 11-19-18 |

Classified:

| Name                | Type of Substitute                         | Effective |
|---------------------|--------------------------------------------|-----------|
| Billetdeaux, Susan  | Secretary/Aide/Attendant                   | 11-19-18  |
| Boyle, Jeaneen      | Nutrition Center, Secretary/Aide/Attendant | 11-19-18  |
| Connelly, Shane     | Custodian (student help)                   | 11-19-18  |
| Evans, Sierra       | Secretary/Aide/Attendant                   | 11-19-18  |
| Freeman, Deborah    | Nutrition Center                           | 11-19-18  |
| Griffith, Nina      | Secretary/Aide/Attendant                   | 12-6-18   |
| Graziani, Monica    | Secretary/Aide/Attendant                   | 11-19-18  |
| Kearns, Maureen     | Custodian                                  | 11-29-18  |
| Laurent, Lisa       | Secretary/Aide Attendant                   | 11-19-18  |
| McDonnell, Mary     | Nutrition Center                           | 11-19-18  |
| Mielcusny, Connor   | Custodian (student help)                   | 11-19-18  |
| Minton, Meghan      | Secretary/Aide/Attendant                   | 11-19-18  |
| Niedermeyer, Nathan | Custodian (student help)                   | 11-19-18  |
| O'Grady, Garrett    | Custodian (student help)                   | 11-19-18  |
| Roley, William      | Custodian (student help)                   | 11-19-18  |
| Rose, Eric          | Custodian (student help)                   | 11-19-18  |
| Stevens, Joshua     | Custodian (student help)                   | 11-19-18  |

Other:

| Name             | Type of Substitute | Effective |
|------------------|--------------------|-----------|
| Chandler, Eric   | Security Guard     | 11-19-18  |
| Komorowski, Adam | Security Guard     | 11-19-18  |

#### Extra-Curricular Activities – New Appointments (2018-2019 School Year)

| Name           | Position                                | Salary  |
|----------------|-----------------------------------------|---------|
| Karsner, Kevin | Assistant Middle School Wrestling Coach | \$1,250 |

#### Extra-Curricular Activities – Re-Appointments (2018-2019 School Year)

| Name          | Position                                        | Salary  |
|---------------|-------------------------------------------------|---------|
| Lang, Richard | Middle School Assistant Choral Director – Boyce | \$1,500 |

#### Extra-Curricular Activities – Deletions

| Name              | Position                                                 | Last Date Worked |
|-------------------|----------------------------------------------------------|------------------|
| McGinley, Michael | Spring Musical Tech Director/Set Construction/Stage Crew | 3-20-18          |

#### Extra-Curricular Activities – Rescission

| Name           | Assignment                          | Notification Date |
|----------------|-------------------------------------|-------------------|
| Tilley, Andrew | Asst. Middle School Wrestling Coach | 11-28-18          |

## **4016 Behavior Support Policy**

### **Purpose**

Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The IEP team for a student with a disability shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.

### **Authority**

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.

### **Definitions**

The following terms shall have these meanings, unless the context clearly indicates otherwise.

**Aversive techniques** - deliberate activities designed to establish a negative association with a specific behavior.

**Behavior support** - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

**Behavior Support Plan or Behavior Intervention Plan** - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

**Positive techniques** - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

**Restraints** - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort him/her.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort him/her safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

**Seclusion** - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control.

**Students with disabilities** - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

**Delegation of Responsibility**

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Superintendent or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.

**Guidelines**

If the IEP team determines that a student's behavior impedes the student's learning or the learning of others, a positive Behavior Support Plan must be developed. The positive Behavior Support Plan must be based on a functional behavior assessment. Parental consent for a functional behavior assessment is required.

When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary.

**Physical Restraints**

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.

The Director of Student Services or designee shall notify the parent/guardian by phone and in writing within 24 hours of the use of restraints to control aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall

consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP only if:

1. The restraint is used with specific component elements of a positive Behavior Support Plan.
2. Restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. The individual(s) responsible for restraint are authorized to use the restraint and have received appropriate training.
4. Behavior Support Plan includes efforts to eliminate the use of restraints.

### **Mechanical Restraints**

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.

Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.

### **Seclusion**

The district permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.

### **Aversive Techniques**

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

### **Referral to Law Enforcement**

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan

and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.

Subsequent to notification to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such referral. The Upper St. Clair School District will request professional development and technical assistance from the Intermediate Unit, PATTAN, and the Department of Education, Bureau of Special Education as needed.

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Student Support Services or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan.

For a student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.

### **Relations With Law Enforcement**

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program. District school police officers will participate in district training that is in compliance with positive behavior supports.

ADOPTED: December 10, 2018