

Saucon Valley School District

Regular Meeting of the Board of Education

July 9, 2024

High School Audion



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

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

Notice to Public - This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio-taping the meeting, and the meeting will be posted for public viewing according to district policy.

Agenda

6:30 pm – Executive Session for the purpose of Personnel & BAVTS

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – Personnel & BAVTS
- VI. **Approval of Minutes** – June 25, 2024
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$ 1,497,221.14
 - B. Cafeteria Expenditures – None
 - C. Health Benefits – None
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

Recommendation: To approve all motions and recommendations listed above in the Presentation of Bills.

XII. Treasurer’s Report – Donald Carpenter/David Bonenberger

No Treasurer’s Report for Approval

Recommendation: No Treasurer’s Report.

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

A. None

First Reading of Policies

1. Approve the first reading of the following policies:

- Policy 114 – Gifted Education
- Policy 122 – Extracurricular Activities
- Policy 123 – Interscholastic Athletics
- Policy 123.1 – Concussion Management
- Policy 123.2 – Sudden Cardiac Arrest
- Policy 143 – Standards for Persistently Dangerous Schools
- Policy 144 – Standards for Victims of Violent Crimes
- Policy 218 – Student Discipline
- Policy 218.2 – Terroristic Threats/Acts
- Policy 218.3 - Placement of Students Convicted-Adjudicated of Sexual Assault
- Policy 222 – Tobacco and Vaping Products
- Policy 222-AR-0 – Controlled Substance-Paraphernalia
- Policy 222-AR-1 - Tobacco and Vaping Product Violation Parental Notification
- Policy 226 - Searches
- Policy 227 - Controlled Substances/Paraphernalia
- Policy 227-AR-0 – Controlled Substance Paraphernalia
- Policy 233 - Suspension and Expulsion
- Policy 237 - Electronic Devices
- Policy 309 – Assignment and Transfer
- Policy 323 – Tobacco and Vaping Products
- Policy 351 – Controlled Substance Abuse
- Policy 351-AR-0 – Drug Free Workplace Notice
- Policy 351-AR-1 – Record of Reasonable Suspicion
- Policy 409 – Assignment & Transfer
- Policy 913.1 AR – Flyers
- Policy 916 – Volunteers
- Safe to Say Procedures

Second & Final Reading Policies

2. Approve the second and final reading of the following policies:

204 - Attendance

218.1 - Weapons

236.1 – Threat Assessment

249 – Bullying/Cyberbullying

252 – Dating Violence

249 & 252 AR1 – Discrimination/ Sexual Harassment/ Bullying/ Hazing/ Dating Violence/ Retaliation Report Form

913 – Non-School Organizations/Groups/Individuals

Policy Revision Authorization

3. Authorize the administration to make the necessary revisions to applicable policies to ensure the Groups as listed in Policy 707 align and are consistent with other applicable policies that list such groups.

Recommendation: To approve all motions and recommendations as listed above in Education

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Middle School Administrative Assistant

1. Approve Stacy Kemmerer as Full Time Middle School Administrative Assistant at an hourly wage of \$18.40, AA3, with benefits per the current Administrative Assistants Compensation & Benefits Plan, pending completion of employment paperwork.

Licensed Social Worker – Summer 2024

2. Approve Jessy Severino as a Licensed Social Worker for the Summer of 2024 at \$45.00 per hour.

Licensed Social Worker

3. Approve Jessy Severino as a Licensed Social Worker, Masters +18, Step 3 at \$ 71,619.00, effective the beginning of the 2024-2025 school year, pending completion of employment paperwork.

HS Science LTS

4. Approve Zachary Rosamalia as a High School Science Long-Term Substitute High for the 2024-2025 school year. The base salary is \$59,182 (B, Step 1), pending completion of employment paperwork.

Memorandum of Understanding – Unit Clarification

5. Approve the Memorandum of Understanding regarding Unit Clarification with the SVEA.

Part-Time Instructional Paraprofessional

6. Approve Catherine Krencs as a Part-Time Instructional Paraprofessional at an hourly wage of \$20.98, effective at the beginning of the 2024-2025 school year and upon completion of employment paperwork.

2024-2025 Soccer Head Coaches

7. Approve Tyler Horton as the Boys Varsity Head Coach for the 2024-2025 school year at a stipend of \$5,600.

Curriculum Writers

8. Approve the following curriculum writers at \$45 per hour, maximum 40 hours per subject/grade level:

Laurie Paulson-PA Core 5
 Jennifer Steirer – PA Core 5/6
 Genia Miller – Public Speaking
 Amie Geissinger – Science 5
 Stephanie Hand – K-4 Math
 Raymond Baratta - 6&7 Science
 Elizabeth Ravier – 3rd & 4th SLA
 Stacy Daly – Science 8
 Robert Svitilla – Robotics
 David Lloyd – PA Core 8
 Amanda Holveck – Math 6, Math 6/7, Math 7/8
 Jacquelyn Febbo – Business Communication, Entrepreneurship,
 and Personal Finance
 Robert Kachmar – K-4 Science

Dedicated Building substitutes

9. Approve the following dedicated building substitutes for the 2024-25 school year, working four days of a five-day school/work week where needed in assigned school buildings effective August 21, 2024. Their salary will be \$175 per day:

| | |
|--------------------------|-------------------|
| Paige Borger | Lynne Maynard |
| Sydney Derr | Robert Pasternak |
| Hannah Christina Forendo | Matthew Sueta |
| Lee-Anne Graham | William Waliginda |
| Kristen Kallert | Michael Wechtler |

Mentors

10. Approve the following mentor for the 2024-2025 school year. Salary is per the current professional agreement, which may be prorated if not a full year of mentorship.

Mentor

Eric Focht

Inductee

Zachary Rosamalia

Recommendation: To approve all motions and recommendations as listed above in Personnel.

C. Facilities

No Agenda Items for Approval

Recommendation: No items to be approved in Facilities.

D. Finance

Items/Projects for Discussion

- A. None

ABA Support Services Contract – 2024-2025

1. Approve the ABA Support Services Contract for independent services for the 2024-2025 school year.

Intermediate Unit #21 – Agreement for Special Education Services

2. Approve the agreement with Carbon Lehigh IU#21 for Special Education Services for the 2024-2025 school year.

Recommendation: To approve all motions and recommendations as listed above in Finance.

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

F. Northampton Community College – *Susan Baxter* (Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar* (Meetings are on the first Tuesday of every month)

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad* (Meetings are on the fourth Wednesday of every month)

I. PSBA Representative – *Donald Carpenter*

J. New Business

K. Old Business

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

XV. Announcements

Future Meetings ~

July 23, 2024 – 7 pm – Business Meeting – High School Audion
August 13, 2024 – 7 pm – Business Meeting – High School Audion

XVI. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, June 25, 2024, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko (online), Cedric Dettmar, Dr. Laurel Erickson-Parsons, Tracy Magnotta (online), Dr. Shamim Pakzad (online), and Jay Santos. Judith Riegel, Board Secretary; Mark Fitzgerald, District Solicitor; and Jaime Vlasaty, Superintendent.

- I. **Call to the Order** – 7:01 pm - *Cedric Dettmar, Vice-President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
8-present, 1-absent (Santos)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Carpenter, moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Santos)
- V. **Announcement of Executive Session** – None
- VI. **Approval of Minutes** – Director Conte, seconded by Director Carpenter, moved to approve the minutes of June 11, 2024. Vote: 8-yes, 0-no, 1-absent (Santos)
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* - None
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$672,850.66
 - B. Cafeteria Expenditures – \$914.50
 - C. Health Benefits – \$233,474.61
 - D. Capital Projects – None
 1. Approve the above Presentation of Bills.

Director Conte, seconded by Director Erickson-Parsons, moved to approve the Presentation of Bills. Vote: 8-yes, 0-no, 1-absent (Santos)
- XII. **Treasurer’s Report** – *Donald Carpenter/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Budget Transfers – None
 - D. Middle School Activity Report – None
 - E. High School Activity Report – None
 1. Approve the above Treasurer’s Report.

Director Conte, seconded by Director Erickson-Parsons, moved to approve the Presentation of Bills. Vote: 8-yes, 0-no, 1-absent (Santos)

XIII. AGENDA ITEMS

A. Education

Director Santos arrived 7:05 pm

- A. OpenSciEd Presentation – Dr. Lensi Nikolov
 1. Approve participation in West Chester University Drum Major Camp for Roberta Silverthorn from July 22-25, 2024. The cost to the district is \$350. Transportation will be provided by the family.
 2. Approve the adoption of OpenSciEd and Activate as the Middle School Science program.
 3. Approve a Dual Credit Affiliation Agreement with the University of Pittsburgh for the 2024-2025 school year.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Education Items #1-3. Vote: 9-yes, 0-no

4. Approve the first reading of the following policies:
 - Policy 805.1 – Relations with Law Enforcement Agencies
 - Policy 805.1-AR-0 – Incident Report-Immediate Notification
 - Policy 805.1- AR-1 – Incident Report-Discretionary Notification
 - Policy 805.1-AR-2– Record of Law Enforcement Officers in School
 - Policy 805.2 – School Security Personnel

Director Conte, seconded by Director Santos, moved to approve Education Item #4. Vote: 9-yes, 0-no

B. Personnel

1. Approve Donald Carpenter as the Treasurer from July 1, 2024 – June 30, 2027.

Director Demko, seconded by Director Erickson-Parsons, moved to approve Personnel Item #1. Vote: 9-yes, 0-no

2. Approve the change of classification for Kristi Curry from AA3 to AA4 (Administrative Assistant to the Principal) at an hourly rate of \$19.46 and \$1.00 per hour increase effective June 10, 2024.
3. Approve the following Athletic Winter Assistant Coaches for the 2024-2025 school year:

| | | |
|--------------------|-------------|------------|
| Basketball-Boys | Alex Parker | \$2,200.00 |
| Basketball-Boys | Mark Quinn | \$2,200.00 |
| Basketball-JH-Boys | Andy Brett | \$3,300.00 |

| | | |
|-----------------------|------------------|------------|
| Basketball-JH-Boys | Cody Velez | \$1,100.00 |
| Basketball-MS-Boys | Gunnar Pattinson | \$2,700.00 |
| Basketball-Girls | Spence Pierce | \$5,300.00 |
| Basketball-MS-Girls | John Tone | \$2,700.00 |
| Wrestling-Varsity | Don Rohn | \$5,500.00 |
| Wrestling-Varsity | Ben Chunko | Volunteer |
| Wrestling-JH | Andy Koch | \$4,500.00 |
| Swimming – Boys/Girls | Kelly Spradlin | \$4,000.00 |

4. Approve the following Athletic Spring Head Coaches for the 2024-2025 school year:

| | | |
|----------------------------|---------------|------------|
| Softball-Varsity | Terry Csrenko | \$5,900.00 |
| Softball-Jr. High | Richard Brown | \$3,300.00 |
| Track & Field-Boys & Girls | Ed Kolosky | \$5,650.00 |
| Soccer-MS-Coed | Trent Seibert | \$3,300.00 |
| Lacrosse – Boys | Zach Petiet | \$5,750.00 |
| Lacrosse – Girls | Jane Hoff | \$5,750.00 |

5. Approve a maternity leave for Lauren Picketts, Elementary School, from approximately October 25, 2024, and she will be returning to her teaching duties on April 1, 2025.
6. Approve Ken Zimmerman as the Marching Band Drill Writer/Consultant for the 2024-2025 school year with a stipend of \$2,000.00.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Personnel Items #2-6. Vote: 9-yes, 0-no

C. Facilities

- A. Facilities Committee Meeting Summary – June 12, 2024

1. Approve the attached list of Surplus/Obsolete items.

Director Santos, seconded by Director Erickson-Parsons, moved to approve Facilities Items #1. Vote: 9-yes, 0-no

D. Finance

- A. Finance Committee Meeting Summary – June 19, 2024

1. Approve the 2024-2025 final budget, consistent with school code, in the amount of \$52,998,768 for the operation of school and \$1,468,870 for facility maintenance, for a total of \$54,467,638, with \$339,041 coming from fund balance. There will be a 2.375 % tax increase, which generates tax revenue of \$809,836. The new millage rate will be 55.9570.

Director Conte, seconded by Director Santos, moved to approve Finance Item #1.

Director Pakzad, seconded by Director Conte, moved to call for the question.

Vote: 4-yes (Conte, Dettmar, Magnotta, Pakzad), 5-no Motion Fails

Director Pakzad, seconded by Director Conte, moved to amend Finance Item #1 by changing the Budget percentage increase from 2.375 to 0.

Vote: 4-yes (Conte, Dettmar, Magnotta, Pakzad), 5-no. Motion Fails

Director Carpenter, seconded by Director Erickson-Parsons, moved to amend Finance Item #1 by changing the Budget percentage increase from 2.375 to 1.

Vote: 5-yes (Broun, Carpenter, Demko, Erickson-Parsons, Santos), 4-no

Approve the 2024-2025 final budget, consistent with school code, in the amount of \$52,998,768 for the operation of school and \$1,468,870 for facility maintenance, for a total of \$54,467,638, with \$807,893 coming from fund balance. There will be a 1 % tax increase, which generates tax revenue of \$340,984. The new millage rate will be 55.2055.

Vote: 5-yes (Broun, Carpenter, Demko, Erickson-Parsons, Santos), 4-no

2. Approve the attached 2024-2025 Homestead and Farmstead Exclusion Resolution based on the school district real estate tax rate of 55.9570 with an exclusion for each approved homestead and farmstead in the amount of \$308.43

Director Conte, seconded by Director Carpenter, moved to approve Finance Item #2. Vote: 9-yes, 0-no

3. Approve the following categories regarding the Commitment of Fund Balance for the fiscal year ending June 30, 2024, as required per GASB54. The categories are GASB 45 Post-Retirement Costs; Reserve for Health Benefits; Capital Improvements/Replacement; and Post-Retirement Benefits other than healthcare.

Director Conte, seconded by Director Carpenter, moved to approve Finance Item #3. Vote: 9-yes, 0-no

Director Demko left the meeting at 9:12 pm.

4. Approve the attached Senior Citizens Property Tax Rebate Resolution of 2024.

Director Conte, seconded by Director Santos, moved to approve Finance Item #4.

Director Pakzad, seconded by Director Conte, moved to amend Finance Item #4 by modifying the Resolution that any Senior Citizen who qualifies for a rebate have that rebate increased to counteract the 1% tax increase.

The Board recessed for an Executive Session 9:54 pm – 10:09 pm

Director Pakzad withdrew his previous amendment.

Director Pakzad, seconded by Director Santos, moved to amend Finance Item #4 to add \$50.00 to each rebate. Vote: 8-yes, 0-no, 1-absent (Demko)

Director Pakzad, seconded by Director Santos, moved to approve Finance Item #4 as amended. Vote: 8-yes, 0-no, 1-absent (Demko)

Director Pakzad left the meeting at 10:13 pm.

5. Approve the attached 2024-2025 District Contracts with:

BJ Terroni, Chrin Disposal, Burkholder HVAV, Cintas, Degler Whiting, Dude Solutions, Ehrlich, Emergency Services, ET&T, Hydra, Integritech, Johnson Control, Keystone, Kiriposki Inc, Mountain Environmental, Otis Elevator, ProAC Corp, ProShred, Safety-Kleen, Spangler Boyer, STEM Landscaping, Tomlinson Bomberger, Trane, Tristate, TuWay Radio, Tyler Technologies.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Finance Item #5. Vote: 7-yes, 0-no, 2-absent (Demko, Pakzad)

6. Approve the proposal and purchase agreement with Trebron for Lightspeed Filter and Securly Pass Core (formerly EHallPass) for \$41,198.70.

7. Approve the agreement with the Center for Humanistic Change (CHC) to provide Liaison services to support the Student Assistance Program (SAP) for the 2024-2025 school year.

8. Approve the contract with The Donovan Group, LLC for school communication services for the 2024-2025 school year at a cost of \$3,925 per month.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Finance Items #6, 7, 8. Vote: 7-yes, 0-no, 2-absent (Demko, Pakzad)

9. Approve the service agreement with Cardinal Point Homeland Security Group for providing protective service personnel for the 2024-2025 school year at a rate of \$50/hour.

Director Santos, seconded by Director Conte, moved to approve Finance Item #9. Vote: 7-yes, 0-no, 2-absent (Demko, Pakzad)

10. Motion to appoint Fox Rothschild LLP as Solicitor for the Saucon Valley School District from July 1, 2024, through June 30, 2025.

Director Carpenter, seconded by Director Erickson-Parsons, moved to approve Finance Item #10. Vote: 7-yes, 0-no, 2-absent (Demko, Pakzad)

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* - None
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta* - None

F. Northampton Community College – *Susan Baxter* - None

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar* – They are continuing to work on the articles of agreement. Mr. Fitzgerald said that there would be more information in early July.

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*

1. Approve the candidate for the Colonial Intermediate Unit 20 Board of School Directors, with a term of July 1, 2024-June 30, 2027, per board ballots.

Director Conte, seconded by Director Carpenter, moved to approve the CIU #20 Board Ballots. Vote: 7-yes, 0-no, 2-absent (Demko, Pakzad)

I. PSBA Representative – *Donald Carpenter* – PSBA is currently holding a letter-writing campaign to state representatives supporting Charter School reform.

J. New Business - None

K. Old Business - None

XIV. Citizens’ Inquiries and Comments –

XV. Announcements

Future Meetings ~

July 9, 2024 – 7 pm – Business Meeting – High School Audion

July 23, 2024 – 7 pm – Business Meeting – High School Audion

XVI. Motion to Adjourn Meeting

Director Santos, seconded by Director Erickson-Parsons, moved to adjourn the meeting. Time: 10:22 pm

ATTEST _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 06/28/2024 - 06/28/2024

Payment Categories: Regular Checks
Sort: Payment Number

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|-----------|-----------|--------------------------------|---------------------------------|-------------------------|----------|
| | | BERKS COUNTY INTERMEDIATE UNIT | PROFESSIONAL EDU SVC IU 5-12 | | 2,880.00 |
| | | CCIU- CHESTER COUNTY IU | PROFESSIONAL EDU SVC IU 5-12 | | 7,592.13 |
| | | CINDY GEHO | OTHER PROF SERVICE 5-8 | | 400.00 |
| | | DEWEY FIRE COMPANY E.M.S. | CONTRACTED SERVICE 9-12 | | 455.00 |
| | | Fun and Function | Supplies for sensory room | | 3,558.87 |
| | | LOGAN KIRIPOSKI INC. | Rental | RENTAL OF EQUIPMENT | 475.00 |
| | | MESKO GLASS & MIRROR CO. INC. | REPAIRS & MAINT EQUIP | | 300.00 |
| | | PA TURNPIKE TOLL BY PLATE | TRAVEL - TRANSPORTATION | | 16.00 |
| | | PAFPC | DUES & FEES - CURR DEV TITLE 1 | | 50.00 |
| | | REES HARPS INC | World music Harp- Grant F23-004 | | 1,425.00 |
| | | Rug-Ed Products Inc. | iPad Replacement Cases | | 7,200.00 |
| | | SALISBURY TOWNSHIP SCHOOL DIST | TUITION-OTHER LEAs 5-8 | | 3,706.92 |
| | | ST. LUKE'S HOSPITAL | D&A SCREENING | DRIVER PHYSICALS | 151.00 |
| | | WILDLANDS CONSERVANCY INC. | FIELD TRIPS ACTIVITIES 5-8 | | 5,330.00 |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 06/28/2024 - 06/28/2024

Payment Categories: Regular Checks
Sort: Payment Number

| | |
|---|-----------|
| 10 - GENERAL FUND | 33,539.92 |
| Grand Total All Funds | 33,539.92 |
| Grand Total Credit Cards | 0.00 |
| Grand Total Direct Deposits | 0.00 |
| Grand Total Manual Checks | 0.00 |
| Grand Total Other Disbursement Non-negotiables | 0.00 |
| Grand Total Procurement Card Other Disbursement Non-negotiables | 0.00 |
| Grand Total Regular Checks | 33,539.92 |
| Grand Total Virtual Payments | 0.00 |
| Grand Total All Payments | 33,539.92 |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 07/10/2024 - 07/10/2024

Payment Categories: Direct Deposits
Sort: Payment Number

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|-----------|-----------|--|--------------------------------|------------------------------|--------------|
| | | ACADIENCE LEARNING INC. | BOOKS & PERIODICALS PRINC K-4 | | 206.64 #D |
| | | ALL PHASE ELECTRIC SUPPLY | SUPPLIES - PLANT OPERATIONS | Repair/Maintenance Equipment | 2,868.80 #D |
| | | AMAZON CAPITAL SERVICES | SUPPLIES - PLANT OPERATIONS | | 270.47 #D |
| | | AMERICHEM | SUPPLIES - PLANT OPERATIONS | | 202.83 #D |
| | | APPLE INC. | Scoreboard Hardware | | 4,319.00 #D |
| | | ARTS ACADEMY ELEMENTARY CHARTER SCHOOL | SPEC ED TUITION CHARTER SCHOOL | | 3,249.63 #D |
| | | BACKUPIFY | TECHNOLOGY ADMIN LIC & FEES | | 400.50 D |
| | | BAVTS | VO-TECH TUITION 9-12 | | 142,185.00 D |
| | | BUXMONT ACADEMY | SPEC ED TUITION CHARTER SCHOOL | SPEC ED NON-PUBLIC TUITION | 12,030.00 #D |
| | | CAROLYN LOVERDI | CONF EMPL TRAINING 9-12 | | 125.00 #D |
| | | CINTAS CORPORATION-#101 | ADD FUNDS TO PO 24-084 | | 22.48 #D |
| | | CIRCLE OF SEASONS CHARTER SCHOOL | TUITION - CHARTER SCHOOLS | | 4,189.90 #D |
| | | COLONIAL INTERMEDIATE UNIT #20 | SPECIAL ED IU CONTRACTED SVCS | | 176,451.56 D |
| | | CRITICAL RESPONSE PROTECTION GROUP LLC | SECURITY SERVICES - DISTRICT | | 6,402.55 #D |
| | | DONOVAN GROUP II | OTHER PROF SERV - SUP OFC | | 3,750.00 #D |
| | | EAS WATER COFFEE PAPER | MAINT SUPPLIES - HS | SUPPLIES - TRANSPORTATION | 372.24 #D |
| | | EDUCATIONPLUS RESOURCES INC | DUES & FEES REGULAR 5-8 | DUES AND FEES | 1,099.00 D |
| | | EVERDRIVEN TECHNOLOGIES LLC | Transportation Cont Carriers | | 175.10 #D |
| | | FOX ROTHSCHILD LLP | SOLICITOR RETAINER | | 10,020.00 #D |
| | | GRAINGER | Supplies | SUPPLIES - PLANT OPERATIONS | 835.44 #D |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 07/10/2024 - 07/10/2024

Payment Categories: Direct Deposits
Sort: Payment Number

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|-----------|-----------|---|---|--|--------------|
| | | GRANT PROFESSIONALS ASSOCIATION | DUES & FEES - CURR DEV TITLE 1 | | 135.20 #D |
| | | HUB INTERNATIONAL | INSURANCE - PROP/LIAB/AUTO | | 3,945.00 D |
| | | INTERSTATE TAX SERVICE INC. | UNEMPLOYMENT COMPENSATION | | 340.20 D |
| | | Jacquelyn Febbo | SUPPLIES - PRINCIPAL 9-12 | | 297.47 #D |
| | | JESSICA JOHNSTON | SPEECH - TRAVEL - ELEMENTARY | | 84.15 #D |
| | | LEHIGH LEARNING ACADEMY | SPEC ED NON-PUBLIC TUITION | | 4,860.00 #D |
| | | LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL | TUITION - CHARTER SCHOOLS | SPEC ED TUITION CHARTER SCHOOL | 59,516.40 D |
| | | LVCIL | L SUPPORT OTHER PROF SERVICES | | 278.50 #D |
| | | MC GRAW HILL LLC | Reveal Math Books | | 98,924.81 #D |
| | | MEDCO SUPPLY COMPANY | SUPPLIES - ATHLETICS | | 591.68 #D |
| | | MICROBAC LABORATORIES INC. | Repair/Maintenance Equipment | REPAIRS & MAINT - HS | 83.16 #D |
| | | MULTI-HEALTH SYSTEMS INC | SUPPLIES - PSYCHOLOGICAL K-12 | | 915.00 #D |
| | | MUSIC & ARTS | Blanket P.O. Band sheet music/instrument supplies | Blanket P.O. Instrument repairs for Band | 1,593.02 #D |
| | | MUSIC & ARTS | 7/10/2023 - Blanket PO for School Instrument Repair | | 158.00 #D |
| | | NAVIGATE360, LLC. | EDUC SOFT & LIC - BUS OFC | | 1,417.50 D |
| | | NORTHAMPTON COMMUNITY COLLEGE | NCC COMTY COLLEGE PAYMENT | | 34,191.75 D |
| | | PEDIATRIC THERAPEUTIC SERVICES INC. | PROF SVCS | | 51,724.49 #D |
| | | PENNSYLVANIA SCHOOL BOARDS ASSOCIATION | DUES & FEES | | 16,396.67 D |
| | | PENNSYLVANIA VIRTUAL CHARTER | SPEC ED TUITION CHARTER SCHOOL | TUITION - CHARTER SCHOOLS | 6,042.90 #D |
| | | PETROLEUM TRADERS CORP. | DIESEL FUEL - TRANSPORTATION | | 466.37 #D |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 07/10/2024 - 07/10/2024

Payment Categories: Direct Deposits
Sort: Payment Number

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|--|-----------|--------------------------------------|---|-------------------------|----------------------|
| | | POWERSCHOOL GROUP LLC | Powerschool Cnl Renewal | Naviance Renewal | 17,612.14 <i>D</i> |
| | | PP & L ELECTRIC UTILITIES | ELECTRIC - PLANT OPERATIONS | | 2,537.82 <i>#D</i> |
| | | PTS PROVIDERS, INC. | PLANT OP COMMUNICATIONS - MS | | 747.00 <i>#D</i> |
| | | QUADIENT FINANCE USA INC. | POSTAGE PRINCIPAL 5-8 | POSTAGE PRINCIPAL 9-12 | 3,000.00 <i>#D</i> |
| | | RENAISSANCE LEARNING INC. | AR Renewal | | 2,732.50 <i>D</i> |
| | | RESPONDUS | Respondus Renewal | | 2,995.00 <i>D</i> |
| | | SJ THOMAS COMPANY INC | Repair/Maintenance Equipment | | 575,346.03 <i>#D</i> |
| | | SMART FUTURES | Smart Futures Renewal | | 6,000.00 <i>D</i> |
| | | SUN LIFE ASSURANCE COMPANY OF CANADA | ASSURANT VOL LIFE INS W/H | | 690.23 <i>D</i> |
| | | THE STEPPING STONES GROUP LLC | LEARN SUPPT - PROF SVC - PCCD - MS - MTHL | | 3,120.50 <i>#D</i> |
| | | UGI CORP | NATURAL GAS - PLANT OPERATIONS | | 68.75 <i>#D</i> |
| 10 - GENERAL FUND | | | | | 1,265,988.38 |
| Grand Total All Funds | | | | | 1,265,988.38 |
| Grand Total Credit Cards | | | | | 0.00 |
| Grand Total Direct Deposits | | | | | 1,265,988.38 |
| Grand Total Manual Checks | | | | | 0.00 |
| Grand Total Other Disbursement Non-negotiables | | | | | 0.00 |
| Grand Total Procurement Card Other Disbursement Non-negotiables | | | | | 0.00 |
| Grand Total Regular Checks | | | | | 0.00 |
| Grand Total Virtual Payments | | | | | 0.00 |
| Grand Total All Payments | | | | | 1,265,988.38 |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 07/10/2024 - 07/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|-----------|-----------|---------------------------------------|---|---|------------|
| | | AFLAC | DED: AFLA - Full Payroll Pay Date: 6/27/2024 | DED: AFLA - Full Payroll Pay Date: 6/13/2024 | 99.81 # |
| | | Cavalcade of Bands | DUES & FEES ACTIVITIES 9-12 | | 450.00 |
| | | CHRISTMAS CITY STUDIO | SUPPLIES REGULAR K-4 | | 150.00 # |
| | | EDUCATIONAL DEVELOPMENT SOFTWARE, LLC | GUIDANCE LICENSE & FEES 9-12 | GUIDANCE LICENSE & FEES K-4 | 2,500.00 |
| | | FLORIDA INSTITUTE OF TECHNOLOGY, INC | RBT Training | | 2,381.00 |
| | | H.A.R.I.E. | WORKERS COMPENSATION | | 188,319.00 |
| | | HSLC | LIBRARY LICENSE & FEES 5-8 | TECH LIBRARY ED SOFT LIC 9-12 | 900.00 |
| | | JUDITH RIEGEL | TRAVEL-CONF/SEMIN BUS OFFICE | | 155.78 # |
| | | LEVIN LEGAL GROUP | SOLICITOR RETAINER | | 572.00 # |
| | | LVBCH | DUES & FEES BUS OFFICE | | 574.00 |
| | | PASBO | DUES & FEES BUS OFFICE | | 800.00 |
| | | SAFEGUARD BUSINESS SYSTEMS | SUPPLIES - PRINCIPAL 9-12 | | 230.25 # |
| | | ST. LUKE'S HOSPITAL | DRIVER PHYSICALS | D&A SCREENING | 261.00 # |
| | | VIVACE PRODUCTIONS INC. | DUES & FEES ACTIVITIES 9-12 | | 300.00 |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 07/10/2024 - 07/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

| | |
|---|------------|
| 10 - GENERAL FUND | 197,692.84 |
| Grand Total All Funds | 197,692.84 |
| Grand Total Credit Cards | 0.00 |
| Grand Total Direct Deposits | 0.00 |
| Grand Total Manual Checks | 0.00 |
| Grand Total Other Disbursement Non-negotiables | 0.00 |
| Grand Total Procurement Card Other Disbursement Non-negotiables | 0.00 |
| Grand Total Regular Checks | 197,692.84 |
| Grand Total Virtual Payments | 0.00 |
| Grand Total All Payments | 197,692.84 |

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

Saucon Valley School District

Policy

Title – 114 Gifted Education

Section – 100 Programs

Adopted – June 23, 2009

Revised –

Content

Authority

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices for a minimum of twenty-eight (28) days.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The district's gifted education plan shall address:

- 1. The district's process for identifying gifted children in need of specially designed instruction.**
- 2. The gifted special education programs offered by the district.**
- 3. Reports of gifted students, personnel and program elements, and costs, as required by the Department of Education.**

The Board may enter into a cooperative agreement with Colonial Intermediate Unit #20 to provide gifted education services and programs.[\[7\]](#)

The Board directs that the district's gifted education program shall provide the following:

1. System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.[\[8\]](#)
2. Screening and evaluation process ~~to determine~~ that meets state requirements, to determine students' educational needs.[\[8\]](#)
3. Procedures to determine whether a student is mentally gifted ~~according to state guidelines~~.[\[8\]](#)
4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
5. Safeguards for the due process rights of gifted students.[\[13\]](#)
6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).[\[11\]](#)

The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.[\[11\]](#)[\[14\]](#)[\[15\]](#)

Guidelines

The district shall make the Permission ~~t~~To Evaluate ~~Gifted Student~~ form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.[\[8\]](#)

The district's gifted education program shall provide the following:[\[7\]](#)

- 1. Services and programs planned, developed and operated for identification of each gifted student.**
- 2. Gifted education for each identified student, based on the unique needs of the student, not solely on the classification.**
- 3. Gifted education that enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs.[\[2\]](#)**

Caseloads/Class Size

The Board directs the Superintendent and designated administrators to annually assess the district's delivery of gifted services and programs, in order to:[\[16\]](#)

1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.
2. Address the educational placements for gifted students within the district.
3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five ~~(75)~~**(65)** students. Beginning July 1, 2010, the maximum teacher caseload shall be sixty five (65) Students.
4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.

The district may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.[\[16\]](#)

Notice/Consent for Evaluation

Prior to the district conducting an initial gifted multidisciplinary evaluation or re-evaluation of any school-aged student, the district shall provide the parents/guardians of that student with written notice proposing such an evaluation and obtain written parental consent to do so.[\[14\]](#)[\[15\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.[\[17\]](#)[\[18\]](#)[\[19\]](#)

Awareness Activities

The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the district of its gifted education services and programs, and how to request these services and programs.[\[8\]](#)

Awareness activities may include providing written notice of the district's gifted education program through local newspapers **and district publications; distributing such written notice to private schools serving school-aged residents; hosting meetings and/or distributing literature designed to inform parents of newly-enrolled students of the district's gifted services;** other media; student handbooks; and the district website.

Delegation of Responsibility

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

Legal

1. 24 P.S. 1371

2. 22 PA Code 4.28

3. 22 PA Code 16.1 et seq

4. 22 PA Code 4.13

5. 22 PA Code 16.4

6. Pol. 100

7. 22 PA Code 16.2

8. 22 PA Code 16.21

9. 22 PA Code 16.22

10. 22 PA Code 16.23

11. 22 PA Code 16.32

12. 22 PA Code 16.33

13. 22 PA Code 16.63

14. 22 PA Code 16.61

15. 22 PA Code 16.62

16. 22 PA Code 16.41

17. 22 PA Code 16.65

18. 20 U.S.C. 1232g

19. Pol. 216

22 PA Code 11.12

Pol. 113

Saucon Valley School District

Policy

Title – 122 Extracurricular Activities

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Board ~~believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.~~ **recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.**

~~All learning experiences offered by the schools, curricular and extracurricular, shall be planned and intergrated toward attainment of the district's educational objectives.~~

Definitions

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.^[1]

For purposes of this policy, an athletic activity shall mean all of the following:^{[2][3]}

1. **An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading,**

club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

[1]

2. **Noncompetitive cheerleading that is sponsored by or associated with the school.**
3. **Practices, interschool practices and scrimmages for all athletic activities.**

Authority

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act. [4][5][6][7]

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been

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{ } approved by the Board upon recommendation of the Superintendent.

~~{ } approved by the Superintendent and reported to the Board for its review.~~

-

~~{ } approved by the Superintendent upon recommendation of the building principal.~~

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. { } The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.[8]
2. { } Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.

{ } Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if **any of the following circumstances exist:[9]**

1. **The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, **for example, such as an agreement to complete a transaction **conducted** outside of school **pursuant to an agreement made in school**, that would violate the Code of Student Conduct **if conducted in school**.**
5. The conduct involves the theft or vandalism of school property.
6. ~~There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following: [\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

1. **Concussion and Traumatic Brain Injury Information Sheet.**
2. **Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**[\[2\]](#)

The Superintendent or designee shall develop **administrative regulations** [disseminate procedures](#) to implement the extracurricular activities program. **All student groups shall adhere to Board policy and administrative regulations.**

Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. ~~+~~Assesses the needs and interests of and is responsive to district students.

2. ~~{}~~ Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.^[4]
3. ~~{}~~ Involves students in developing and planning extracurricular activities.
4. ~~{}~~ Ensures provision of competent guidance and supervision by staff.
5. ~~{}~~ Guards against exploitation of students.
6. ~~{}~~ Provides a variety of experiences and diversity of organizational models.
7. ~~{}~~ Provides for continuing evaluation of the program and its components.
8. ~~{}~~ Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.^{[1][13]}

The guidance goal for each student shall be balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the student. This should be shared responsibility.

When schools are closed due to inclement weather, there shall be no activities on those days. However, when a contest is scheduled at another school and a forfeiture is imminent for nonparticipation, an exception may be made.

The Superintendent or his/her designee may commence activities if weather conditions improve by 11:00 a.m.^[3].

The Athletic Director and the principal will confer with the Superintendent or his/her designee prior to 11:00 a.m. for his/her a decision.

Equal Access Act

The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.^[4]

Noninstructional time is the time set aside by the school before actual classroom instruction begins, ~~or~~ after actual classroom instruction ends, **or during the lunch hour.**

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The meeting must not be sponsored by the school, the government, or their agents or employees.

School employees may be present at the meeting only in a nonparticipatory capacity.

Non-school persons may not direct, conduct, or regularly attend activities of student groups.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.

Student group must find a district professional school employee to monitor the meetings to ensure that provisions of this policy are adhered to.

Limitation for Open Forum Meeting

Only students attending the secondary school of the Saucon Valley School District can initiate the application form and submit it to the building principal for approval.

The application shall state:

1. The name of the student or students and verification by the person(s) preparing the application that the student(s) has voluntarily initiated the meeting.
2. A description of the type of meeting, a statement of purpose, and an estimate of expected attendance. Application should be accompanied by a copy of any material used to advertise the meeting.
3. The name of the approved chaperone. Students cannot meet unless an approved chaperone is available.
4. A non-school person can attend only by invitation of the student group and after approval of the building principal. His/Her name and address and the organization with which s/he is affiliated, if any, must be furnished. The non-school attendee shall furnish an affirmation the s/he is not directing, conducting, controlling, or regularly attending the activity.

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Legal References

1. 22 PA Code 12.1

2. 24 P.S. 5322

3. 24 P.S. 1425

4. 20 U.S.C. 4071 et seq

5. 24 P.S. 511

6. Pol. 103

7. Pol. 103.1

8. Pol. 110

9. Pol. 218

10. 24 P.S. 5323

11. Pol. 123.1

12. Pol. 123.2

13. 22 PA Code 12.4

24 P.S. 5321 et seq

Saucon Valley School District

Policy

Title – 123 Interscholastic Athletics

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

↳ The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.

↳ The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Definition

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition ~~sport~~sports contests, games, or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and **without discrimination**, in accordance with law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

{ } The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions. [6]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; ~~be in good physical condition; and~~ be free of injury; ~~as determined~~ **and undergo a physical examination** by **a licensed** ~~district~~ physician [1]. [6]

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association ~~and the Colonial League~~.

The Board directs that no student may participate in interscholastic athletics who has not: [6]

1. { } Met the requirements for academic eligibility.
2. { } Complied with the requirements of the Athletic Handbook.
3. { } Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline ~~and eligibility requirements set forth by PIAA.~~ [2]
4. { } Attended school regularly. [7]
5. { } Been in attendance on the day of the athletic event or practice for the hours required ~~unless previous permission has been obtained by school administration or a doctor's note has been provided.~~ [3]
6. { } Returned all school athletic equipment previously used.
7. { } Adhered to applicable discipline standards. [8]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would **otherwise** violate the Code of Student Conduct if **any of the following circumstances exist**: [8]

1. **The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.[4]

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[9][10][11][12]

1. **Concussion and Traumatic Brain Injury Information Sheet.**
2. **Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**[5]

The Superintendent or designee shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.[6]

~~{}~~ The Superintendent shall inform the Board of changes in that schedule as they occur.[7]

~~{}~~ The Superintendent shall secure Board approval before making any changes in a schedule.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A., [the Colonial League](#) and the school district.

~~{}~~ The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

{ } The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them. [\[13\]](#)[\[14\]](#)

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year. [\[15\]](#)

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website. [\[15\]](#)

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means. [\[15\]](#)

When school are closed due to inclement weather, there shall be no activities on those days. However, when an interscholastic contest is scheduled at another school and a forfeiture is imminent for nonparticipation, an exception may be made.

The Superintendent or his/her designee may commence activities if weather conditions improve by 11:00 a.m. [\[8\]](#) The Athletic Director and the principal will confer with the Superintendent or his/her designee prior to 11:00 a.m. for decision.

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Legal References

1. 22 PA Code 4.27
2. 24 P.S. 1601-C et seq
3. 34 CFR 106.41
4. Pol. 103
5. Pol. 103.1
6. 24 P.S. 511
7. Pol. 204
8. Pol. 218

9. 24 P.S. 5323

10. 24 P.S. 1425

11. Pol. 123.1

12. Pol. 123.2

13. 22 PA Code 12.1

14. 22 PA Code 12.4

15. 24 P.S. 1603-C

24 P.S. 5321 et seq

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Saucon Valley School District

Policy

Title – 123.1 Concussion Management

Section – 100 Programs

Adopted –

Revised –

Content

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for preventing, detecting, and treating concussions sustained by students while participating in athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:[\[1\]](#)

1. A licensed physician trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:[\[1\]](#)

1. Interscholastic athletics.[\[2\]](#)

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities, and sports activities sponsored by school-affiliated organizations.[3]
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]
4. Practices, interschool practices and scrimmages for all athletic activities.[2][3]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student-athlete and their parent/guardian shall sign and return the acknowledgment of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[4]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management, and recovery process. In addition to the student-athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4]

Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4]

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.[\[4\]](#)

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[\[4\]](#)

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

Legal

1. 24 P.S. 5322
 2. Pol. 123
 3. Pol. 122
 4. 24 P.S. 5323
- 24 P.S. 5321 et seq

Saucon Valley School District

Policy

Title – 123.2 Sudden Cardiac Arrest

Section – 100 Programs

Adopted –

Revised –

Content

Authority

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for the prevention and recognition of sudden cardiac arrest in student-athletes. [\[1\]](#)

Definition

Athletic activity shall mean all of the following: [\[1\]](#)

1. Interscholastic athletics. [\[2\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the **district**, including cheerleading, club-sponsored sports activities, **and** sports activities sponsored by school-affiliated organizations. [\[3\]](#)
3. Noncompetitive cheerleading that is sponsored by or associated with the **district**. [\[3\]](#)
4. Practices, interschool practices, and scrimmages for all athletic activities, **as defined above**. [\[2\]](#)[\[3\]](#)

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student-athlete and **their** parent/guardian shall sign and return the acknowledgment of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet **that includes information about electrocardiogram testing.** [1]

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest **and information about electrocardiogram testing.** In addition to the student-athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, **cardiologists**, and athletic trainers. [1]

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time. [1]

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities. [1]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner, or cardiologist. [1]

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health. [1]

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following **minimum** penalties: [1]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

~~PSBA Revised 9/20 © 2020 PSBA~~

Legal References

1. 24 P.S. 1425

2. Pol. 123

3. Pol. 122

Pol. 822

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Saucon Valley School District

Policy

Title – 143 Standards for Persistently Dangerous Schools

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001, hereby adopts the following standards for identifying persistently dangerous schools. [\[1\]\[2\]](#)

Definitions

As used in these standards, the following terms shall be defined as provided herein: [\[3\]](#)

Dangerous incidents - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).

Department - shall mean the Pennsylvania Department of Education.

Local Educational Agency or LEA - shall include a school district, a career and technical school, an intermediate unit or a charter school.

Persistently dangerous school - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:

1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.

2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least 2% of the school's enrollment.
3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.

Guidelines

Student Opportunity to Transfer

1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.
2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.

Delegation of Responsibility

Department of Education's Responsibilities

1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.
2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.
3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.
4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.

5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.
6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.

LEA's Responsibilities

1. Pursuant to Pennsylvania's Safe Schools Act, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities.[\[4\]](#)
2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.
3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.
4. The notification and offer to transfer shall state that no student is required to transfer to another school.
5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.
6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.
7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
8. A charter school only has to accept a student who meets its admission criteria if space is available.
9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.
10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as

persistently dangerous.

11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.
12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.

Legal

1. 20 U.S.C. 7912

2. 22 PA Code 403.6

3. 22 PA Code 403.2

4. 24 P.S. 1303-A

24 P.S. 2603-B

22 PA Code 403.1

Saucon Valley School District

Policy

Title – 144 Standards for Victims of Violent Crimes

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001(Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that they attend.[\[1\]\[2\]](#)

Definitions

As used in these standards, the following terms shall be defined as provided herein:[\[3\]](#)

Local Educational Agency or LEA - shall include a school district, a career and technical school, an intermediate unit or a charter school.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.

Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that they attend.

Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:

1. Kidnapping.

2. Robbery.
3. Aggravated assault (on the student).
4. Rape.
5. Involuntary deviate sexual intercourse.
6. Sexual assault.
7. Aggravated indecent assault.
8. Indecent assault.
9. Attempt to commit any of the following: homicide, murder, or voluntary manslaughter.

Guidelines

Student Opportunity to Transfer

1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that they attend, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.
2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials.
3. A student victim (or their parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.

Delegation of Responsibility

LEA's Responsibilities

1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that they have the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school.

2. The notification and offer to transfer shall state that no student is required to transfer to another school.
3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.
4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.
5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
6. A charter school only has to accept a student who meets its admission criteria if space is available.
7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

Legal

1. 20 U.S.C. 7912

2. 22 PA Code 403.6

3. 22 PA Code 403.2

24 P.S. 2603-B

22 PA Code 403.1

Saucon Valley School District

Policy

Title – 218 Student Discipline

Section – 200 Pupils

Adopted – July 25, 2006

Revised –

Content

Purpose

The Board **finds recognizes** that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Definition

~~**Corporal punishment**—a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.~~

Authority

The Board shall establish fair, ~~and~~ reasonable **and nondiscriminatory** rules and regulations regarding the conduct of all students in the ~~school~~ district ~~during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.~~^{[1][2][3][4][5]}

The Board shall adopt a Code of Student Conduct to govern student discipline, **and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.**^{[1][2][4][5][6][7][8][9]}

~~{}~~The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.^{[9][10]}

The Board prohibits the use of corporal punishment **by district staff** to discipline students for violations of **Board ~~district~~ policies, the Code of Student Conduct and district** rules and regulations.^[104]

Any student disciplined by a district employee shall have the right to ~~notice~~ **be informed of the nature of the infraction and the applicable rule or rules violated.**^[112]

When suspensions and expulsions are imposed, they shall be carried out in accordance with **Board** policy ~~233~~.^[7]^[112]

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.^[5]^[7]^[113]^[13]^[14]^[15]^[16]

~~Each student must adhere to Board Policies and the Code of Student Conduct governing student discipline.~~

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-campus”). This policy ~~shall~~ and the Code of Student Conduct also apply to student ~~conduct~~ **behavior** that occurs ~~off school property and would violate the Code of Student Conduct if~~ **at other times and places (“off-campus”)** when:^[3]

1. ~~There is a nexus between the proximity or timing of the conduct in relation to the student’s attendance at school or school-sponsored activities.~~ The conduct **involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;**
2. ~~Students expression or~~ **The** conduct materially and substantially disrupts ~~the operation of or interferes with the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school~~ **environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;**
3. ~~The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~ **The** conduct interferes with or threatens to interfere with the rights of students

or school staff or the safe and orderly operation of the schools and their programs;

4. The conduct involves the theft or vandalism of school property; **or**
5. The **proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish has a direct nexus connection to attendance at school, to the school community, or to a school-sponsored activity. ~~such as an agreement made on school property to complete a transaction outside of school~~**This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.****

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, and the sanctions that may be imposed for violations of those rules, **and a listing of students' rights and responsibilities.** A copy of the Code of Student Conduct shall be available in each school library and school office **and may be included in student handbooks and on the district website.**[\[1\]](#)[\[8\]](#)

The building principal or designee shall have the authority to assign discipline to students, subject to **Board** policies, ~~administrative rules and~~ regulations, of the district **the Code of Student Conduct and school rules**, and to the student's due process right to notice, hearing, and appeal.[\[7\]](#)[\[12\]](#)[\[167\]](#)[\[178\]](#)

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, **in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.**[\[167\]](#)

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and or for the protection of persons or property.[\[11\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, 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 [products](#); or conduct that constitutes an offense listed [in the school safety and security provisions of the School Code](#). ~~Code under the Safe Schools Act.~~ [\[18\]](#)[\[19\]](#)[\[20\]](#) ~~[21]~~

The Superintendent or designee shall immediately report required incidents 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 [law enforcement agency](#) ~~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. [\[156\]](#)[\[189\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#) ~~[24]~~

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the [law enforcement agency](#) ~~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. [\[156\]](#)[\[189\]](#)[\[245\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the [PA Department of Education](#) ~~Office for Safe Schools~~ on the required form. [\[156\]](#)[\[20\]](#)[\[23\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

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. [\[29\]](#)[\[30\]](#)[\[31\]](#)

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

NOTES:

Act 116 of 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespassers – Title 18, Sec. 3304 (3503)

Legal References

1. 22 PA Code 12.3

2. 22 PA Code 12.4

3. 24 P.S. 510

4. Pol. 103

5. Pol. 103.1

6. 22 PA Code 12.2

7. Pol. 113.1

8. Pol. 235

~~9. Pol. 832~~

~~9. 10.~~ Pol. 146.1

~~10.11.~~ 22 PA Code 12.5

~~112.~~ Pol. 233

~~123.~~ 22 PA Code 10.23

~~134.~~ 20 U.S.C. 1400 et seq

~~145.~~ Pol. 113.2

~~156.~~ Pol. 805.1

~~167.~~ 24 P.S. 1317

~~178.~~ 24 P.S. 1318

~~189.~~ 22 PA Code 10.2

~~1920. 24 P.S. 1303-A~~

~~21.~~ 35 P.S. 780-102

~~212.~~ 22 PA Code 10.21

~~223.~~ 22 PA Code 10.22

~~24.~~ 24 P.S. 1302.1-A

~~25.~~ 22 PA Code 10.25

~~236.~~ Pol. 218.1

~~267.~~ Pol. 218.2

~~278.~~ Pol. 222

~~289.~~ Pol. 227

~~2930.~~ 24 P.S. 1302-E

~~304.~~ Pol. 236.1

20 U.S.C. 7114

22 PA Code 12.1 et seq

22 PA Code 403.1

34 CFR Part 300

Mahanoy Area School District v. B.L., 594 U.S. _____ (2021)

Pol. 122

Pol. 123

[Pol. 218.3](#)

Pol. 805

Saucon Valley School District

Policy

Title – 218.2 Terroristic Threats

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes the danger that terroristic threats by students presents 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 such a **terroristic** threat or act.

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 to commit violence 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 in**-reckless disregard of the risk of causing such terror or inconvenience.[1]

Terroristic act — shall mean an offense against property or involving danger to self or another person.

Authority

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member,

community member or [school building](#) property owned, leased or being used by the district.

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 law enforcement and Board policies.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The [Board directs 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 [or act](#). 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 [law enforcement agencies having jurisdiction over school property](#) local law enforcement officials and the district's emergency preparedness plan.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#) [\[2\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Guidelines

[When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:](#)

- [1. The building principal may immediately suspend the student.](#)
- [2. The building principal shall promptly report the incident to the Superintendent.](#)
- [3. Based on further investigation, the Superintendent may report the student to law enforcement officials.](#)
- [4. The building principal shall inform any person directly referenced or affected by a terroristic threat.](#)
- [5. The Superintendent may recommend expulsion of the student to the Board.](#)

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.[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[10\]](#)

Staff members and students shall be made aware of their responsibility for informing the threat assessment team [building principal](#) regarding any information or knowledge relevant to a possible or actual terroristic threat [or act](#).[\[4\]](#)[\[7\]](#) [\[10\]](#)[\[12\]](#)

The ~~building principal~~ **threat assessment team** shall immediately inform the Superintendent ~~after receiving a report of such a~~ **or designee, School Safety and Security Coordinator and building principal** of a terroristic threat ~~or act~~, in accordance with Board policy and administrative regulations. ~~[4]~~ [\[10\]](#)

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 [law enforcement agency](#) ~~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]~~ [\[2\]\[9\]\[13\]\[14\]\[15\]](#)

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 [law enforcement agency](#) ~~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]~~ [\[9\]\[11\]\[2\]\[14\]\[16\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the [PA Department of Education](#) ~~Office for Safe Schools~~ on the required form. ~~[6]~~ [\[8\]](#) [\[2\]\[9\]\[13\]](#)

~~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 the Individuals with Disabilities Education Act state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and follow Board policies.~~ ~~[6]~~ [\[12\]\[13\]\[14\]\[15\]\[16\]](#)

{ } If a student is expelled for making terroristic threats ~~or committing terroristic acts~~, 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]~~ [\[10\]\[6\]\[17\]](#)

NOTES:

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Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706

PSBA Revision 6/21 © 2021 PSBA

Legal References

[1. 18 Pa. C.S.A. 2706](#)

[2. Pol. 805.1](#)

3. 22 PA Code 10.23
4. 20 U.S.C. 1400 et seq
5. Pol. 103.1
6. Pol. 113.1
7. Pol. 113.2
8. 24 P.S. 1302-E
9. 24 P.S. 1319-B
10. Pol. 236.1
11. Pol. 805
12. 22 PA Code 12.2
13. 24 P.S. 1306.2-B
14. 22 PA Code 10.2
15. 22 PA Code 10.22
16. 22 PA Code 10.25
17. Pol. 233
34 CFR Part 300
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
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Saucon Valley School District

Policy

Title – 218.3 [Discipline-Placement](#) of Student Convicted/Adjudicated of Sexual Assault

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses [disciplinary-placement](#) requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.[\[1\]](#)

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[\[1\]](#)

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.[\[1\]](#)

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.[\[1\]](#)

Sexual assault – means any of the following offenses:[\[1\]](#)

1. Rape.[\[2\]](#)

2. Statutory sexual assault.[\[3\]](#)
3. Involuntary deviate sexual intercourse.[\[4\]](#)
4. Sexual assault.[\[5\]](#)
5. Aggravated indecent assault.[\[6\]](#)
6. Indecent assault.[\[7\]](#)

Authority

The Board shall comply with the [disciplinary placement](#) requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.[\[1\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.[\[1\]](#)

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:[\[1\]](#)

1. Recommend that the Board expel the student, in accordance with law and Board policy.[\[9\]](#)
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.[\[1\]](#)

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.[\[10\]](#)[\[11\]](#)

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to ~~implementing any disciplinary removal or~~ considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.[\[1\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[\[1\]](#)

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[\[1\]](#)

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.[\[1\]](#)[\[18\]](#)

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Legal References

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218

9. Pol. 233

10. Pol. 103

11. Pol. 252

12. 20 U.S.C. 1400 et seq

13. 34 CFR Part 300

14. Pol. 103.1

15. Pol. 113.1

16. Pol. 113.2

17. Pol. 113.3

18. Pol. 200

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Saucon Valley School District

Policy

Title – 222 Tobacco and Vaping Products

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes that the use of tobacco **and vaping products, including electronic cigarettes**, by students presents a health and safety hazard that can have serious consequences for ~~both users, nonusers~~users, nonusers, and the safety and environment of the school ~~environment~~. The purpose of this policy is to prohibit student possession, use, purchase, and sale of **tobacco and vaping products**.

Definition

For purposes of this policy, ~~State law defines the term tobacco product to broadly encompass~~ not only tobacco but also vaping products, including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1](#)[2](#)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

3. Any product containing, made, or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[\[1\]\[2\]](#)

1. A product ~~that has been~~ approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. **NOTE: This exception shall be governed by Board policy relating to Medications.**[\[3\]](#)
2. A device included under the definition of tobacco product above if sold by a dispensary licensed in compliance with the Medical Marijuana Act.
NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.[\[4\]](#)

Authority

The Board prohibits the possession, use, purchase, or sale of **tobacco products, regardless** of whether such products contain tobacco or nicotine, by or to students at any time in a school building, on any property, school buses, vans or other vehicles that are owned, leased or controlled by the school district; **on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.**[\[1\]\[2\]\[5\]](#)

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[\[3\]](#)

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or

controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of **tobacco** products prohibited by this policy.

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 law enforcement, and Board policies.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

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

The Superintendent or designee shall notify students, parents/guardians, and staff about the Board's tobacco and vaping products use policy by publishing information in student handbooks, the Code of Student Conduct, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[2\]](#)

~~{ } Code of Student Conduct~~

~~{ } school calendar~~

~~{ } district newsletter~~

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the possession, use, ~~purchase or sale of a tobacco product,~~ purchase or sale of a tobacco product immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the **law enforcement agency** 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][\[12\]](#)[\[13\]](#)

Annual School Safety and Security Incidents Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of **tobacco products** by students to the ~~Office for Safe Schools~~ **PA Department of Education** on the required form.[11][\[14\]](#)[\[15\]](#)

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use, or sale of tobacco products 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 ~~School Resource Officer (SRO) or to the local police department that has jurisdictions over the school's property~~ **law enforcement agency** 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 law enforcement and Board policies. [\[1\]](#)[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative. [\[2\]](#)

~~{}~~ **School counselors shall provide students who have violated this policy with information regarding available tobacco cessation programs.**

Tampering with devices installed to detect use of **tobacco products** shall be deemed a violation of this policy and subject to disciplinary action pursuant to Board policy and the Code of Student Conduct. [\[17\]](#)

Students with Disabilities

In the case of students with disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board Policies.

Legal References

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 210
4. Pol. 227
5. 20 U.S.C. 7973
6. 22 PA Code 10.23
7. 20 U.S.C. 1400 et seq
8. Pol. 103.1
9. Pol. 113.1
10. Pol. 113.2

11. Pol. 805.1

12. 22 PA Code 10.2

13. 22 PA Code 10.25

14. 24 P.S. 1306.2-B

15. 24 P.S. 1319-B

16. 22 PA Code 10.22

17. Pol. 218

24 P.S. 510

20 U.S.C. 7114

20 U.S.C. 7118

20 U.S.C. 7971 et seq

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Administrative Regulation

Title – 222-AR-0 Controlled Substance-Paraphernalia

Section – 200 Pupils

Adopted –

Revised –

Content

Board policy prohibits students from possessing, using, purchasing or selling tobacco and vaping products at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the district; on property owned, leased or controlled by the district; or at school-sponsored activities that are held off school property.

For purposes of this administrative regulation, **tobacco product** encompasses not only tobacco but also vaping products and electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of Board policy and administrative regulations, and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
NOTE: This exception shall be governed by Board policy relating to Medications.

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.

Prohibition of the possession, use, purchase and sale of tobacco products by students applies during normal school hours, as well as during school activities at other hours that take place in buildings and on buses, vehicles and property owned, leased or controlled by the school district. This policy will apply at all times a student is subject to the supervision of designated school staff, such as at any school function, extracurricular event, field trip, work-study program and other school-related activities.

District schools will maintain a tobacco product-free environment by taking positive action through educating students in the classroom on the health and safety hazards of using tobacco products; counseling individual students when necessary and appropriate; and communicating Board policy and administrative regulations with staff, students, parents/guardians and the community.

School counselors will provide interested students with information regarding available tobacco cessation programs.

Notices prohibiting possession, use, purchase and sale of tobacco products will be posted in district buildings and on district property.

District publications such as the Code of Student Conduct, student handbooks, district mailings, parental newsletters, the district website and programs for events will include notice of the Tobacco and Vaping Products policy.

Procedure

District administrators and staff will be responsible to ensure that students adhere to the adopted Board policy prohibiting student possession, use, purchase and sale of tobacco products. Students will also be notified that tampering with devices installed to detect the use of tobacco products on school property will be deemed a violation of Board policy and administrative regulations, and will be subject to disciplinary action. Violations will be in accordance with the following procedure:

1. All district employees will be required to report suspected possession, use, purchase or sale of tobacco products by students, or tampering of detection devices, to the designated building administrator.
2. The administrator will investigate the alleged violation of Board policy.

3. If the administrator determines the student has violated Board policy, the administrator will confiscate the material and determine the appropriate disciplinary action to be assigned, in accordance with the Code of Student Conduct. Confiscated material will be documented and may be disposed of by the building administrator following the investigation process.
4. Parents/Guardians will be notified of the student's offense and the disciplinary action taken by the administrator.
5. A record of the offense and the disciplinary action will be placed in the student's records.
6. The student may be referred to a **school** counselor, school nurse, Student Assistance Program (SAP) Team or other health or counseling services for health information or referral for tobacco cessation.
7. The administrator will report the offense to the **law enforcement agency** 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 law enforcement and Board policies.

Saucon Valley School District

222-AR-1. TOBACCO AND VAPING PRODUCT VIOLATION
PARENTAL NOTIFICATION

Dear _____:
(Parent/Guardian)

This letter is to inform you that _____ was cited on
(Student's Name)

_____ for violation of School Board Policy #222 Tobacco and Vaping Products
(Date)

and applicable state law controlling possession, use, purchase, and sale of tobacco and vaping products, **including** electronic cigarettes, by school students. This violation occurred at

(Place of Violation)

The following disciplinary action has been assigned to the student, in accordance with the Code of Student Conduct:

Law enforcement notified _____ YES _____ NO

If you have any questions regarding this matter, please contact me.

Sincerely,

Building Administrator

Saucon Valley School District

Policy

Title – 226 - Searches

Section – 200 Pupils

Adopted – July 25, 2006

Revised – July 23, 2015

Content

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definition

For the purposes of this policy, **contraband** includes drugs, tobacco products, electronic cigarettes, alcohol, weapons, replicas of weapons, or other materials possessed by a student in violation of federal or state law or school policy.

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.^[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

General

Except as provided below, only principals and assistant principals may conduct the search of a particular student. The search must be conducted in the presence of at least one (1) other administrator or teacher, except in emergency situations in which the principal or assistant principal has reasonable suspicion that a student may have contraband that poses an immediate threat to the welfare and safety of other individuals in the school.

If a principal or assistant principal has reasonable suspicion that a particular individual is in possession of contraband, the administrator may use a hand-held metal detector to conduct a specific, non-randomized search of the individual and his/her personal effects.

A pat-down search of a student's person may only be conducted by a principal or assistant principal of the same sex, except: (1) in emergency situations in which the principal or assistant principal has reasonable suspicion that a student may have contraband on his/her person that poses an immediate threat to the welfare and safety of other individuals in the school; and (2) when the student's sex is different from both the principal and assistant principal, in which case the pat-down search must be conducted by another school official of the same sex.

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[\[3\]](#)

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images, or other data contained in a student's mobile telephone or other electronic device without the student's consent normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

The [Scope-scope](#) of any such general searches or screenings must be designed to be both minimally intrusive and planned only for the purpose of discovering evidence of the contraband, violation or rules or illegal action sought.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community

strife or tensions or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have ~~represented that a warrant has been issued~~presented a duly authorized search warrant or that they otherwise have proper authority for a lawful search.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and ~~to the extent~~ students do not have any expectation of privacy ~~of in their~~ lockers ~~at all, it is very~~ limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same

gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Disciplinary Consequences

Students who refuse to consent to a search request shall be considered in violation of this policy, insubordinate, and in defiance of authority. Refusal to cooperate with school officials shall constitute further grounds for exclusion from school. When the suspected item would constitute contraband of any kind or potential evidence of a crime (e.g., controlled substances, weapons or look-alike weapons, and stolen property), refusal to consent to search may also result in immediate referral to local police.

Legal

1. PA Const. Art. I Sec. 8

2. 24 P.S. 510

3. 22 PA Code 12.14

4. U.S. Const. Amend. IV

5. Pol. 218.1

6. Pol. 223

7. Pol. 227

8. Pol. 805.1

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

Saucon Valley School District

Policy

Title – 227 Controlled Substance Paraphernalia

Section – 200 Pupils

Adopted – September 26, 2006

Revised –

Content

Purpose

The Board recognizes that the **use and** abuse of controlled substances **as defined in this policy** is a serious problem with legal, physical and social implications for the whole school community. **The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.**[1][2]

~~The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. As such, Board is very much concerned about the problem that may be caused through the misuse of drugs and alcohol by students, especially as such misuse relates to the safety, efficiency, and productivity of the students. The Board adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.~~

The ~~P~~primary purpose and justification for any action on the part of the school staff in response to drug and alcohol abuse ~~would~~ shall be the protection of health, safety, and welfare of students, staff, and school property.

Definitions

For purposes of this policy, **controlled substances** shall include all:**[3][4]**

1. **Any** controlled substance prohibited by federal and ~~state or~~ **Pennsylvania** laws.

2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or **patent drugs** ~~nonprescription (over the counter) medications,~~ except those for which permission for use in school has been granted pursuant to Board policy.[1][2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The following words and phrases when used in this policy shall, for the purpose of the policy have the meanings respectively ascribed to them in this section, except where the context clearly indicates a different meaning.

Alcohol shall refer to any alcoholic or malt beverage.

~~**Illegal substance** shall include any substance which is unlawful for possession by students.~~

Anabolic steroid is defined by Act 93 of December 22, 1989, and includes any material, compound, mixture, or preparation that includes any of the following or any isomer, salt, or derivative of any of the following that acts in the same manner on the human body:

1. Chorionic.
2. Clostebol.
3. Dehydrochlormethylestosterone.

~~Look-alike substance is any tablet, capsule, or other substance packaged, designed, or intended to mimic the appearance and physical effect of any prohibited substance.~~

Drug paraphernalia [HJJ1] means any utensil or item that may be associated with the use of controlled substances, as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act. all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a prohibited substance in violation of the ~~Controlled Substance, Drug, Device & Cosmetic Act, PACC Act 64 1972; or in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.~~

~~Drug/Mood-altering substance/alcohol shall include any alcohol or malt beverage, any drug listed in Act 64 of 1972, as amended, as controlled substance, contraband, cosmetic, designer drug, look-alike drug, anabolic steroids, counterfeit drug, paraphernalia, narcotic, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.~~

~~Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.~~

Distributing means to delivering, selling, passing, share, or giveing any alcohol, drug, or mood-altering controlled substance, as defined by this policy, from one person to another or to aid therein.

Possession means to hold, handle, control, or conceal for personal use ~~possess or hold~~ without any attempt to distribute, any alcohol, drug, mood-altering controlled substance ~~or drug-related paraphernalia~~, as defined in this policy or as determined to be illegal.

Cooperative behavior shall be defined as the willingness of a student to comply with the requests and recommendations of the staff and school personnel in a reasonable and helpful manner.

Uncooperative behavior is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute extreme examples of uncooperative behavior. ~~Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.~~

Authority

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. [\[5\]](#)[\[6\]](#)[\[7\]](#)

It is this district's policy to prevent and prohibit the unauthorized possession, ~~and/or use,~~ and ~~the~~ distribution and/or sale of ~~alcohol, any illegal~~ [controlled substances](#), and any other medication or nutritional supplement (including anabolic steroids and vitamins) ~~which is that are~~ not in compliance with the district's policy 210, Medications/Treatments/Procedures. This prohibition shall apply to all students while on school property, at school-sponsored events, and/or traveling in school-provided vehicles. ~~It further prohibits the possession, use, distribution, and/or sale of any substance represented as any of the preceding substances (look-alike substances) and any paraphernalia suspected to be related to the use of the preceding substances.~~ It prohibits students from participating in any activity on school property, at a school-sponsored event, or while transported in a school-provided vehicle when under the influence of any of the substances identified in this policy.

The district's Comprehensive Substance Abuse Prevention program shall consist of a four-faceted approach, including (1) prevention; (2) intervention; (3) referral; and (4) support. Violations of the policy, as defined and described within the Substance Abuse Administrative Procedure, may result in permanent expulsion from the school by the Board or a lesser administrative penalty and/or a referral to the police. In the case of a disabled student, [including a student for whom an evaluation is pending, the district shall take all steps required necessary to comply with the Individuals with Disabilities Education Act shall be followed.](#) [state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.](#) [\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Student Assistance Teams consisting of specially trained school staff and community agency liaisons, shall be maintained at each building to assist with appropriate identification, intervention, referral, and support for students.

The privacy rights of parents/guardians and students will be protected, as required by law.

This policy will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, and the community of the district.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property ~~and would violate the Discipline Code if~~ or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

- ~~1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~
- ~~2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~
- ~~3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.~~
- ~~4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of the school that would violate the Discipline Code.~~
- ~~5. The conduct involves the theft or vandalism of school property.~~

Delegation of Responsibility

The Superintendent or designee shall ~~prepare rules for identification~~ develop administrative regulations to identify and control of substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving ~~to deal with~~ students suspected of using, possessing, being under the influence or distributing controlled substances in school, ~~up to and including expulsion and referral for prosecution.~~ [15][16][17]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. ~~{}~~ Provide education concerning the dangers of abusing controlled substances.

4. ~~{} Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.~~

Incidents of possession, use, and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Guidelines

Violations of this policy may result in [referral for prosecution and](#) disciplinary action up to and including expulsion ~~and referral for prosecution.~~^{[14][18][19]}

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving **the prohibited** possession, use or sale 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 **law enforcement agency** 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 law enforcement and Board policies.^{[13][15][16][20][21][22]}

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** 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.^{[13][20][23]}

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education on the required form.**^{[13][15][16]}

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

~~{} No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.~~

~~Confiscation will occur when there is a reasonable suspicion that a student is in possession of alcohol, drugs, mood-altering substances, or other substances or drug paraphernalia, and there exists an obligation to search for and seize chemicals or substance by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, bookbags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.~~

~~Out-of-school suspension is a temporary exclusion from school attendance in accordance with law. While a student is suspended from school, for any length of time, the student will not participate in any school-sponsored activities.~~

~~The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances or alcohol during school hours, on school property, and at any school-sponsored event.~~

~~School district officers and employees who, in good faith in the scope of their official duties, report drug or alcohol abuse involving a student to another officer or employee of the district or to a parent, legal guardian or spouse of a student, or who refer a student for treatment, counseling, or disciplinary action, are entitled to statutory immunity from civil damage.~~

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.^[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution.^[18]^[25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva or the administration of a Breathalyzer test.

Legal References

1. Pol. 210
2. Pol. 210.1
3. 35 P.S. 780-102
4. 21 U.S.C. 812
5. 24 P.S. 510

6. 24 P.S. 511
7. 22 PA Code 12.3
8. 22 PA Code 10.23
9. 20 U.S.C. 1400 et seq
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. 24 P.S. 1306.2-B
16. 24 P.S. 1319-B
17. 42 Pa. C.S.A. 8337
18. Pol. 233
19. Pol. 236
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
24. 35 P.S. 807.1
25. 35 P.S. 807.2
22 PA Code 403.1
35 P.S. 780-101 et seq
35 P.S. 807.1 et seq
20 U.S.C. 7114
20 U.S.C. 7118
21 U.S.C. 801 et seq
34 CFR Part 300
Pol. 122
Pol. 805
Pol. 823

Saucon Valley School District

Administrative Regulation

Title – 227-AR-0 Controlled Substance-Paraphernalia

Section – 200 Pupils

Adopted – September 26, 2006

Revised –

Content

The district recognizes that **controlled** substance use and abuse is a serious problem with legal, physical and social implications for the entire school community. These administrative regulations represent a coordinated effort by the district to openly and effectively respond to the current and potential **prohibited** use of controlled substances by district students.

The district is committed to education, prevention and intervention with regard to the use of controlled substances by students. This commitment will be implemented through the use of communications with students and parents/guardians, a comprehensive K-12 drug and alcohol curriculum, parent/guardian and community support, a clear and consistent administrative and faculty effort and use of the Student Assistance Program, including both rehabilitative and disciplinary procedures.

Annually, building principals will notify students and parents/guardians through the student handbook, **Code of Student Conduct or other methods** of the resources available to students regarding substance **use** and of the disciplinary **consequences** for violation of the Board policy, administrative regulations and school rules governing **prohibited** use of controlled substances and paraphernalia by district students. Each building principal will utilize other means appropriate to student maturity levels to issue information regarding use of controlled substances by students. District administrators will utilize additional means to communicate such policy and administrative regulations, such as parent newsletters, district website and articles in **district** publications.

To implement the Board policy, corresponding administrative regulations will be followed by all district staff when responding to situations involving **prohibited** student use of controlled substances. Staff will receive instruction in administrative regulations during staff inservice programs.

A student who uses, possesses, distributes or is under the influence of any controlled substance as defined **in and prohibited by Board policy** during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school

and school-sponsored activities will be disciplined in accordance with the Code of Student Conduct and be subject to the following procedures.

Definitions

The following definitions are used to implement and support the Board policy, administrative regulations and school rules governing the **prohibited** use of controlled substances and paraphernalia by students when under the **supervision** of the district.

Assessment - an evaluation by a professional drug and alcohol counselor from the district, a local agency or local provider.

Behavior/Performance indicators - include, but are not limited to, a noticeable change in tardiness/attendance, grades, attentiveness or **conduct**, such as aggressiveness, **depression**, lack of motivation or **increased Code of Student Conduct violations**.

Controlled substances - include:

1. Any controlled substance prohibited by federal or Pennsylvania laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. (Pol. 210, 210.1)

Cooperative behavior - a student's willingness to work with district staff in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Program Team.

Distribution - delivering, selling, passing or giving any controlled substance from one (1) individual to another or to aid therein.

Drug paraphernalia - any utensil or item that may be associated with the use of controlled substances, as defined in the **Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act**, all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; or in the school's judgment, can be

associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Look-alike drug - any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by Board policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Medical emergency - includes situations where a student demonstrates symptoms of a possible overdose of a controlled substance, which may include incoherence; inability to respond; vomiting; unconsciousness; etc.

Possession - to **hold, handle, control, or conceal** for personal use, without any attempt to distribute as defined, any controlled substance.

School property - includes school buildings, **school grounds**, other district facilities on the grounds of the school campus, school buses **or school vehicles**, school bus stops, school parking areas and any facility **or vehicle** used for a school function, and includes student travel to and from school and a school-sponsored activity.

School-sponsored activity - includes any school-sponsored activity, such as field trips, athletics, band, cheerleading, school clubs and school activities, regardless of the time frame or location of the activity, and includes the travel time, the activity and any overnight stays. The time period of the activity encompasses the time period the student leaves school property until the student returns home.

Student Assistance Program (SAP) Team - a multidisciplinary team comprised of district staff, such as administrators, teachers, psychologists, nurses, counselors and community **behavioral** health and drug/alcohol counselors. The team is trained to understand and address issues of substance use, abuse and dependency and plays a primary role in the process of identifying and referring students in need of intervention. **(Pol. 236)**

Uncooperative behavior - a student shows resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute extreme examples of uncooperative behavior, as well as refusal to comply with recommendations of the Student Assistance Program Team.

Under the influence - any consumption or ingestion of controlled substances by a student.

Situational Categories

Student is suspected of possible use of a controlled substance, but there is no policy violation or physical evidence while on school property or at a school activity –

1. Immediate Action: Student is informed of available help, and referral to **SAP** Team is made.
2. **Considerations:** Data is collected by **SAP** Team to determine if there are behavior or performance indicators of problems from possible substance use.

3. Notification of Parent/Guardian: Counselors' notification will be limited to behavior or performance problems or, at the discretion of the **SAP Team**, concern about the student.
4. **Consequences:** A **conference** will be held by the **SAP Team** if data collected indicates a need.

Student volunteers information about personal substance use or a fellow student's substance use and requests help –

1. Immediate Action: Staff member refers student to a school nurse, counselor or member of **the SAP Team**.
2. **Considerations:** Data is collected **by the SAP Team** to determine if there are behavior or performance indicators of problems from possible substance use.
3. Notification of Parent/Guardian: **The SAP Team will meet with the parent/guardian to discuss the data collected, and also meet with the student. Together, the SAP Team and participants develop a plan that includes strategies for removing the learning barriers and promoting the student's academic and personal success, to include in-school and/or community-based services and activities.**

Student is found to be in possession or under the influence of a controlled substance – First Offense, Cooperative –

1. Immediate Action: **Building principal is notified.** The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.
2. Investigation: **The student and the student's locker, vehicle and other possessions on school property may be searched by school administrators, in accordance with Board policy. (Pol. 226)**
3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency 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. The Superintendent or designee will schedule an immediate conference with the parent/guardian.**
4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**
5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly**

inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)

6. **Consequences:** Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233)**

{ } recommendation will include suspension from school for _____ days. (Pol. 233)

The Board may require the student to undergo a substance use assessment. A referral to the SAP Team will be made.

Student is found to be in possession or under the influence of a controlled substance – First Offense, Uncooperative –

1. Immediate Action: **Building principal is notified.** The staff member writes an anecdotal report of the incident. A staff member remains with student at all times.
2. Investigation: **The student, the student’s locker, vehicle and other possessions on school property will be searched by school administrators, in accordance with Board policy. (Pol. 226)**
3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency 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. The Superintendent or designee will request the parent/guardian to immediately come to the school.**
4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**
5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**
6. **Consequences:** Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233)**

{ } recommendation will include suspension from school for _____ days. (Pol. 233)

The Board may require the student to undergo a substance use assessment. A referral to the SAP Team will be made.

Student is found to be in possession or under the influence of a controlled substance – Second Offense and Subsequent Offenses –

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.
2. Investigation: **The student and the student’s locker, vehicle and other possessions on school property will be searched by school administrators, in accordance with Board policy. (Pol. 226)**
3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency 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. The Superintendent or designee will request the parent/guardian to immediately come to the school.**
4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**
5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**
6. **Consequences:** Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233).**

{ } recommendation will include suspension from school for _____ days. (Pol. 233)

{ } recommendation will include a formal Board hearing and expulsion from school. (Pol. 233)

The Board may require the student to undergo a substance use assessment. A referral to the SAP Team will be made.

Student is distributing, passing, sharing and/or selling a controlled substance –

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.

2. Investigation: **The student and the student's locker, vehicle and other possessions on school property will be searched by school administrators, in accordance with Board policy. (Pol. 226)**
3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency 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. The Superintendent or designee will request the parent/guardian to immediately come to the school.**
4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**
5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**
6. **Consequences:** Student will be disciplined according to the Code of Student Conduct and Board policy. (Pol. 218, 233).

{ } recommendation will include suspension from school for _____ days. (Pol. 233)

{ } recommendation will include a formal Board hearing and expulsion from school. (Pol. 233)

The Board may require the student to undergo a substance use assessment. A referral to the SAP Team will be made.

Student is found to be in possession of drug paraphernalia –

1. Immediate Action: **Building principal is notified.** The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.
2. Investigation: **The student and the student's locker, vehicle and other possessions on school property will be searched by school administrators, in accordance with Board policy. (Pol. 226)**

If there is evidence of additional violation, the appropriate situational category will be followed.

3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited**

possession, use or sale of controlled substances, including drug paraphernalia, as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency 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. The Superintendent or designee will request the parent/guardian to immediately come to the school.

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances, including drug paraphernalia, to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**
5. Disposition: **Building principal will confiscate item(s) found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that item(s) will be properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**
6. **Consequences:** Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233).**

{ } recommendation will include suspension from school for _____ days. (Pol. 233).

A referral to the **SAP** Team will be made.

Student has a medical emergency related to controlled substance use, including symptoms of overdose, staggering, slurred speech, incoherence, dazed appearance –

1. Immediate Action: **Building** principal and school nurse are **immediately notified**. Standard medical emergency procedures are followed. Student is transported to an appropriate medical facility when necessary.

Board policy and procedures regarding administration of Naloxone will be implemented, when applicable. (Pol. 823)

Appropriate Situational Category above will be followed regarding controlled substance use, following resolution of medical emergency.

Saucon Valley School District

Policy

Title – 233 Suspension and Expulsion

Section – 200 Pupils

Adopted – October 10, 2006

Revised – December 3, 2019

Content

PurposeContent

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. **The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal laws and regulations.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[1\]](#)[\[6\]](#)[\[7\]](#)

Guidelines

Exclusion From School - Suspension

The principal or **person** ~~teacher~~ in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall ~~report~~ **immediately notify** the ~~suspension~~ **parent/guardian** and to the Superintendent ~~as soon as possible~~ in writing when the student is suspended.[\[1\]](#)[\[7\]](#)

No student may be suspended without notice of the reasons for which the **student** ~~s/he~~ is suspended and an opportunity to be heard on **their** ~~his/her~~ own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is

threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Informal hearings under this provision shall be conducted by the building principal and assistant principal whenever possible.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing[6]

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) **consecutive** school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing ~~before the Board, a duly authorized committee of the Board, a qualified hearing examiner appointed by the Board, [HJJ1]~~ and upon action taken by the Board after the hearing. The formal hearing may be conducted before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board [HJJ2]. [1][6][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions, unless both parties agree to mutually accept the terms of the expulsion prior to scheduling a hearing. [1][6][7][8]

The Board requires that each hearing shall be closed to the public unless the student and /or the parent/guardian requests a public hearing.

A formal hearing shall not be unreasonably delayed. ~~If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in his/her their normal class after an informal hearing unless it is determined that the student would constitute a threat to the health, safety, morals, or welfare of others.~~

Each suspended student involved in a formal hearing shall be restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the Superintendent, the presence of the student in the school poses a danger to the student or others in the school community.

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. **At least three (3) days' Sufficient** notice of the time and place of the hearing, **which shall include a copy of this policy, hearing procedures and notice of the**

right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. ~~The right to Representation by counsel~~ at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent. ~~Recording of the proceedings by stenographer or tape recorder. A copy of the transcript available at the student's expense.~~
9. ~~The Hearing shall be held with all reasonable speed.~~ The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.^[1]^[10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension period.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

A Students **who are** under eighteen (18) years of age ~~who is expelled has forfeited his/her right to an education in the district schools, but s/he has not been excused from compliance with~~ **are still subject to** compulsory school attendance ~~statute~~ even though expelled and shall be provided an education.^[1]^[10]^[11]

The parent/guardian has the initial responsibility of providing the required education ~~rests with the student's parent/guardian.~~ **and shall**, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.^[12]^[13]~~When a student with an Individualized Education Program faces suspension or expulsion, the district shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.~~

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a [Discipline Code](#) ~~Code of Student Conduct~~, in accordance with Board policy on student discipline.[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

1. 22 PA Code 12.6

2. 22 PA Code 12.7

3. 22 PA Code 14.143

4. 20 U.S.C. 1400 et seq

5. 34 CFR Part 300

6. 22 PA Code 12.8

7. 24 P.S. 1318

8. 2 Pa. C.S.A. 101 et seq

9. 2 Pa. C.S.A. 101

10. Pol. 204

11. 24 P.S. 1326

12. Pol. 113

13. Pol. 113.1

14. Pol. 218

15. Pol. 216

16. Pol. 113.4

22 PA Code 12.3

Saucon Valley School District

Policy

Title – 237 Electronic Devices

Section – 200 Pupils

Adopted – September 26, 2006

Revised – June 23, 2025

Content

Purpose

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Therefore the Board adopts this policy to support ~~maintain~~ an educational environment that is orderly, safe and secure for district students and employees and free from distractions for its students, while aiming also recognizing that electronic devices may provide a positive contribution when used for educational purposes. ~~to permit pupils to reasonably and responsibly utilize mobile technology.~~

Definition

Electronic devices shall include all devices that can take photographs; record, play, or edit audio or video; store, transmit or receive calls, messages, text, data, or images; operate online applications; or provide wireless, unfiltered connection to the Internet. ~~any personal communication device including, but not limited to, mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.~~

The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in district buildings and on district property, including on district buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the District. A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

Except as permitted by this policy, The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district. electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public.[1]

~~The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.~~

Authorized Use of Electronic Devices

~~The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3][4][5]~~

~~The Board authorizes silent use of electronic devices by district students before and after the school day, between classes, and during the school day non-instructional time in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.[4][5][6][HJJ1]~~

~~Students may use their personal electronic devices, in accordance with Board policy, only with written parental consent on a form provided by the district.[DB2][HJJ3]~~

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, and the guidelines outlined below are authorized to develop school-specific rules to govern the permitted use of electronic devices in their buildings. determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.
2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher, provided that the electronic device is kept does not emit any sounds and is kept in silent mode.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]

ELEMENTARY SCHOOL

The board prohibits the use of any electronic device by any Elementary School student while in district buildings or on school grounds during school hours. An electronic devices that is possessed by any student in school buildings or on school grounds during school hours must remain powered off and kept out of sight at all times except as outlined under authorized use of electronic devices follows below.

Exception:

- Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

MIDDLE SCHOOL

The board prohibits the use of any electronic devices by any Middle School student while in district buildings or on school grounds during school hours except as follows below. An electronic device that is possessed by any student in school buildings or on school grounds during school hours must remain powered off and kept out of sight at all times except as follows below.

Exceptions:

- Students participating in after-school activities may use mobile phones under the following conditions:
- The mobile phone must remain off during the after-school activity
- The mobile phone may be turned on and used when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent or guardian, or other person providing transportation to the Student.
- Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

HIGH SCHOOL

The board prohibits the use of any electronic devices by any High School student during instructional times during the school day (from the beginning of Homeroom until the end of the last period), except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Students in the High School are permitted to use electronic devices during noninstructional times including lunch periods, study halls, between classes, before school hours, and after school hours, so long as such use does not:

1. ~~Disrupt school activities or instruction~~
2. ~~Violate any other board or school policies~~
3. ~~Violate state or federal law~~
4. ~~Violate any of the prohibitions set forth elsewhere in this policy.~~

~~Students are prohibited from connecting to the School District's internet access without express authorization from a school administrator.~~

~~Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extra-curricular activities, and school sponsored trips. [DB4][HJJ5]~~

~~Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.~~

~~Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement. [DB6]~~

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic devices as the result of a policy violation.

Electronic Images and Photographs

~~The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.~~

Student Responsibility for Data Charges

No Student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any Student chooses to utilize such a device pursuant to this policy, the Student and Parents assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District information technology staff may not provide technical assistance to Students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy.~~[4][7][8]~~ All confiscated electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

~~Development of Administrative Guidelines~~ Delegation of Responsibility

The Superintendent or his/her designee may develop administrative guidelines to implement this policy. The Superintendent or designee shall annually ensure that notify students, parents/guardians and employees about the Board's electronic device policy. ~~are made aware of this policy and any administrative guidelines by means of each school's student handbook, the District website, or other reasonable means of written communication.~~

Legal References

1. 24 P.S. 510

2. Pol. 103.1

3. Pol. 113

4. Pol. 218

5. Pol. 815

6. Pol. 235

7. Pol. 226

8. Pol. 233

Saucon Valley School District

Policy

Title – 309 Assignment and Transfer

Section – 300 Administrative Employees

Adopted – September 12, 2006

Revised –

Content

Purpose

The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.

Authority

The Board shall approve the initial assignment of administrative personnel at the time of employment. ~~and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.~~

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.

The Superintendent shall, in considering any assignment or transfer, base the decision on:

1. Impact of proposed assignment on the educational program.
2. Employee's background, experience and preparation for the position.
3. Employee's success in former positions.
4. Employee's length of service in the district and in the position presently held.
5. Recommendations of the employee's administrative supervisors.
6. Administrative and operational efficiency advanced by the proposed assignment.

Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.

Legal References

PA Statute

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

Saucon Valley School District

Policy

Title – 323 Tobacco and Vaping Products

Section – 300 Administrative Employees

Adopted – May 11, 2021

Revised –

Content

Purpose

The Board recognizes that tobacco **and vaping** products, **including electronic cigarettes**, ~~use~~ present a health and safety hazard that can have serious consequences for users, nonusers ~~and, and~~ the ~~safety and environment of the~~ schools **environment**. The purpose of this policy is to regulate use of tobacco and **vaping** products by district employees and contracted personnel.

Definition

For purposes of this policy, ~~State law defines the term~~ tobacco product ~~to broadly~~ encompasses not only tobacco but also vaping products including ~~Juuls and other~~ electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: [1](#)[2](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:

- a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, ~~which~~ is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]\[2\]](#)

- 1. A product ~~that has been~~ approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
- 2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. **Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.**[\[3\]\[4\]](#)

For the purposes of this policy, vaping products include ~~products marketed under the brand name Juul~~, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits ~~the~~ use of tobacco products by ~~district administrative~~ employees and **contracted personnel at any time** in a school building ~~and on any property~~; **on school buses, vans or other vehicles that are owned, leased or controlled** by the school district; **or on property owned, leased or controlled** by the school district.[\[2\]\[5\]\[6\]\[7\]](#)

~~{}, except as expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums or bleachers.~~

~~{}~~The Board also prohibits use of **tobacco products** by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.[\[2\]](#)

This policy does not prohibit possession of tobacco products by district employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco product to a student.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters and other efficient methods such as posted notices, signs and on the district website.[\[2\]](#)

Reporting

Annual School Safety and Security Incidents Report –

The Superintendent shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco products on school property to the ~~Office of Safe Schools~~ **PA Department of Education** on the required form.[\[8\]](#)[\[9\]](#)[\[10\]](#)

Law Enforcement Incident Report –

The Superintendent or designee may report incidents involving the sale of tobacco products to minors by employees 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~~ **law enforcement agency** 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 law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Legal References

- 1. 18 Pa. C.S.A. 6305**
- 2. 18 Pa. C.S.A. 6306.1**
- 3. Pol. 317**
- 4. Pol. 351**
- 5. 20 U.S.C. 7973**
- 6. Pol. 818**
- 7. 35 P.S. 637.1 et seq**
- 8. 24 P.S. 1306.2-B**
- 9. 24 P.S. 1319-B**
- 10. Pol. 805.1**
- 11. 22 PA Code 10.2**
- 12. 22 PA Code 10.22**
- 20 U.S.C. 7971 et seq**

Saucon Valley School District

Policy

Title – 351 Controlled Substance Abuse

Section – 300 Administrative Employees

Adopted – February 13, 2007

Revised –

Content

Purpose

The Board recognizes that the misuse of ~~drugs~~ **controlled substances** by **administrative, professional, and support employees** is a serious problem with legal, physical, and social implications for the whole school community and is concerned about the problems that may be caused by ~~drug use~~ **controlled substance abuse** by **district** employees, especially as ~~the use~~ **it** relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.

Definitions

Controlled Substances ~~Drugs~~ – shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act. [\[1\]](#)

Conviction – for purposes of this policy, is defined as a finding of guilt, including a plea of nolo contendere, an ~~or~~ imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. [\[2\]](#)

Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use, or possession of a controlled substance. [\[2\]](#)

Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, ~~dispensing~~ **dispensation**, possession, or use of a controlled substance. [\[2\]](#)

Authority

The Board requires that each administrative, **professional, and support employee** be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace **immediately, but** no later than ~~five (5) days~~ seventy-two (72) hours, after such conviction. [\[3\]\[4\]](#)

Any employee convicted of delivery of or possession of a controlled substance or convicted of possession of a controlled substance with the intent to deliver **or convicted of an offense defined as a felony under the Controlled Substance, Drug, Device and Cosmetic Act, shall be terminated from his/her employment with the district, in accordance with applicable law, regulations and Board policy.** [\[1\]\[3\]\[5\]\[6\]](#)

In addition, Saucon Valley School District employees located in workplace areas which are not under the direct operational control of the district shall be covered by this policy.

Delegation of Responsibility

A statement notifying employees that the unlawful manufacture, distribution, ~~dispensing~~ **dispensation**, possession or use of a controlled substance is prohibited in the employee's workplace shall be provided by the

-

Superintendent or designee

-

~~Personnel Director~~

-

~~Business Manager~~

-

(Other) _____

-

and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution. [\[4\]\[7\]](#)

Within ten (10) days after receiving notice of the conviction of a district employee, the district shall notify any federal agency or department that is the grantor of funds to the district. [\[4\]](#)

The district shall take appropriate personnel action within thirty (30) days of receiving notice ~~with respect to any~~ **against any** convicted employee, ~~The district shall take appropriate personnel action against such an employee,~~ up to and including termination, ~~and may~~ or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. [\[4\]\[6\]\[7\]](#)

~~The Superintendent or designee shall~~ In establishing a drug-free **workplace** awareness program, the

-
 Superintendent or designee

~~Personnel Director~~

-
 ~~(Other)~~ _____

-
shall inform employees about:^[4]

1. Dangers of drug abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.^[4]

Guidelines

The Superintendent or designee shall immediately report incidents involving the prohibited possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while 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 law enforcement agency 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 law enforcement and Board policies.^{[8][9][10][11][12][13]}

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of controlled substances or drug paraphernalia to the PA Department of Education on the required form.^{[8][9][13]}

Legal References

1. 35 P.S. 780-101 et seq

2. 41 U.S.C. 8101

3. 24 P.S. 111

4. 41 U.S.C. 8103

5. 24 P.S. 527

6. Pol. 317

7. 41 U.S.C. 8104

8. 24 P.S. 1306.2-B

9. 24 P.S. 1319-B

10. 22 PA Code 10.2

11. 22 PA Code 10.21

12. 35 P.S. 780-102

13. Pol. 805.1

41 U.S.C. 8101 et seq

Pol. 810.1

Pol. 810.3

Saucon Valley School District

Administrative Regulation

Title – 351-AR-0 Drug-Free Workplace Notice

Section – 300 Administrative Employees

Adopted –

Revised –

Content

Controlled substance abuse in the workplace is a danger to all students and employees. District schools and property are designated by federal and state laws and Board policy and district administrative regulations as drug-free workplaces.

All district employees shall receive this notice in accordance with applicable law and Board policy.

You are hereby notified that Board policy prohibits all district employees from the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances in district schools, facilities and property.

The district shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is convicted of a **criminal drug statute, in accordance with state and federal laws and regulations, and Board policy**. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver **or convicted of an offense defined as a felony under the Controlled Substance, Drug, Device and Cosmetic Act**, shall be terminated from district employment, **in accordance with applicable law, regulations and Board policy**.

You are further notified that as a condition of district employment, you must comply with Board policy and notify your building principal, immediate supervisor or Superintendent of your conviction of a criminal drug statute **for a violation occurring in the workplace immediately, but** no later than **seventy-two (72) hours** after such conviction.

Each employee must acknowledge that **they have** read the above statement and understand the provisions stated. Complete and sign the acknowledgement form on the following page and return it to your building principal or immediate supervisor.

Employee Acknowledgement Form

This is to acknowledge that I have received a copy of the Drug-Free Workplace Notice, and I have been informed of the Board policy prohibiting employees' **controlled substance abuse** in district schools and on district property. I agree to abide by Board policy and this notice in all respects.

Employee Signature

Date

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

351-AR-1. RECORD OF REASONABLE SUSPICION OF CONTROLLED SUBSTANCE ABUSE

Employee Name: _____ Date of Record: _____

Location of Observation or Source of Suspicion: _____

List reasons why individual is suspected of violating the Board's **Controlled Substance** Abuse policy. Include information about what happened, who was present, and when the incident(s) occurred: _____

List signs of impaired or unsafe performance that was observed, as well as date and time of observation: _____

If observable changes occurred in employee's performance, list changes: _____

List physical symptoms of possible **controlled** substance abuse or use that employee has manifested:

Eyes: _____

Coordination: _____

Speech: _____

Breath: _____

Other: _____

Other relevant comments: _____

Name of person reporting suspicion: _____

Title: _____

Signature: _____ Date: _____

Saucon Valley School District

Policy

Title – 409 Assignment and Transfer

Section – 400 Professional Employees

Adopted – September 12, 2006

Revised –

Content

Purpose

The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.

Authority

The Board shall approve the initial assignment of professional personnel at the time of employment. ~~and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.~~

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.

The Superintendent shall, in considering any assignment or transfer, base the decision on:

1. Need to balance various teaching skills among schools.
2. Changing student population within district schools.
3. Impact of proposed assignment on the educational program.
4. Employee's background, experience and preparation for the position.
5. Employee's success in former positions.
6. Employee's length of service in the district and in the position presently held.
7. Recommendations of the employee's administrative supervisors.

8. Administrative and operational efficiency advanced by the proposed assignment.

Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of a professional staff member during the school year for good cause.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Legal References

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

Saucon Valley School District

Administrative Regulation

Title – 913.1AR - Flyers

Section – 900 Programs

Adopted –

Revised –

Content

Purpose

The purpose of this policy is to improve communication with parents/guardians by electronically sharing information that, while not generated by the schools, may be beneficial to students.

Definitions

Group I – Board-approved, school district-sponsored extracurricular, co-curricular, and athletic activities.

Group II- school-affiliated organizations, as defined in Policy 915.

Group III – non-profit, school-age athletic leagues, with 75% of participants in Saucon Valley School District.

Guidelines

The district will adhere to specific guidelines for the distribution of information to students. [1][Pol. 707][Pol. 915]

Electronic flyers for Group I, Group II, and Group III will be considered. Requests for permission to post information about events, products, or the location where information may be accessed must be submitted to the

Superintendent or designee using the Flyer Approval and Submission Form found on the Saucon Valley School District website.

In order to meet website accessibility guidelines, electronic flyers must be submitted in a Microsoft format (Word, Publisher, etc.) or as a pdf file created from the native file. Scanned images will not be approved.

Flyers/Information for programs/events/activities for Groups I, II and III must include the following disclaimer, "The Saucon Valley School District does not sponsor or sanction this program/event/activity."

Requests must be submitted at least two (2) weeks prior to the requested distribution date. If hard copies are requested and approved, information will be distributed by the District.

Submitting organizations will be notified by email of the district's decision.

Saucon Valley School District

Policy

Title – 916 Volunteers

Section – 900 Community

Adopted –

Revised –

Content

Purpose

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

Authority

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

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

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

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[7\]](#)

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.[\[8\]](#)

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[9\]](#)[\[10\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[8\]](#)

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.[\[8\]](#)

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[8\]](#)

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[11\]](#)

Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[\[10\]](#)

The two (2) classifications of volunteers are:

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

Delegation of Responsibility

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

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

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

Guidelines

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

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

~~{ } Board.~~

{ } Superintendent or designee.

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

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

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

Certifications

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

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[10\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[10\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[9\]](#)[\[10\]](#)[\[12\]](#)

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

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

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

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

Position volunteers shall obtain and submit new certifications every sixty (60) months.[\[13\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[10\]](#)

Tuberculosis Test

Prior to participating in student activities, volunteers [working ten \(10\) or more hours per week in direct contact with students](#) shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[14\]\[15\]](#)

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[12\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[12\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[12\]](#)

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[16\]\[17\]](#)

Supervision

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

To ensure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:

-

1. Each building administrator who uses volunteers in any capacity shall be responsible for training said volunteers. The Athletic Director and individuals in charge of extra-curricular activities shall be responsible for ensuring that all volunteers have submitted required clearances and receive appropriate training to perform the duties associated with their assignment.
2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director and the Student Activities Coordinator, as applicable, will assume general authority and responsibility over all volunteers participating in athletic or other extracurricular activities sponsored by the District..
3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees. These guidelines will be outlined in a required volunteer orientation training conducted by the building administrator, the Athletic Director, the Student Activities Director or their respective designees.

-

Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20][21]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill **their** responsibilities. Volunteers with access to confidential student information

shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal. [22][23]

~~{ }~~ Liability Insurance

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

~~{ }~~ Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

~~{ }~~ Acknowledgement

Each volunteer shall affirm in writing that **they** have been provided with a copy of, have read, understand and agree to comply with this policy.

~~{ }~~ Senior Volunteer Tax Credit Program

~~Senior volunteer tax credit programs have been shown to provide necessary supports for academic programs while reducing the burden of property taxes on senior citizens who participate in such programs. The positive contributions of senior volunteers and their teamwork with teachers and students can result in a rewarding experience for all.~~

~~The Board establishes a Senior Tax Reduction Incentive Volunteer Exchange Program to allow individuals who are at least sixty (60) years of age, who own real property in the district and have resided within the district for at least ninety (90) days, to receive a real property tax credit in exchange for volunteer service in the district, as permitted by state law and this policy. [24]~~

~~The district may seek private and public funding sources to support the program. [25]~~

~~The Board may adopt and enforce reasonable rules and regulations governing the acceptance and participation of individuals in the program, in accordance with applicable law and Board policy. [1][3]~~

~~All participants in the Senior Tax Reduction Incentive Volunteer Exchange Program shall comply with the guidelines set forth for other volunteers in the district, including, but not limited to, background check certifications, reports, training and confidentiality requirements. [3][26]~~

~~Participants receiving other compensation from the district for their services shall not be eligible for the tax credit. Each volunteer service hour provided by an eligible participant shall be provided with a real property tax credit valued at no less than the minimum hourly wage, as required by law. [\[3\]](#)[\[27\]](#)[\[28\]](#)~~

-
~~The rate of a real property tax credit for a participant shall be established by the Board and may not exceed the total amount of real property taxes that are owed. [\[3\]](#)~~

-
~~The types of services that participants provide through the program must enhance and provide a direct public benefit to the academic program of the district. [\[3\]](#)~~

-
~~The program may not replace or supplant existing employee positions in the district. [\[29\]](#)~~

-
~~Real property tax credits shall not be transferable to another individual.~~

-
~~{ } Only one (1) participant per household shall be permitted in the program per fiscal year.~~

-
~~The Board reserves the right to suspend or discontinue the program at any time; however, participants who have earned real property tax credits shall be entitled to use them in accordance with this policy.~~

Legal References

1. 24 P.S. 510

2. 42 U.S.C. 12101 et seq

3. 53 P.S. 6926.1903

4. 43 P.S. 951 et seq

5. Pol. 103

6. Pol. 718

7. Pol. 824

8. 23 Pa. C.S.A. 6303

9. 23 Pa. C.S.A. 6344

10. 23 Pa. C.S.A. 6344.2

11. Pol. 907

12. 23 Pa. C.S.A. 6344.3

13. 23 Pa. C.S.A. 6344.4

14. 24 P.S. 1418

15. 28 PA Code 23.44

- 16. 23 Pa. C.S.A. 6311
- 17. Pol. 806
- 18. Pol. 123
- 19. Pol. 123.1
- 20. Pol. 123.2
- 21. Pol. 805
- 22. Pol. 113.4
- 23. Pol. 216
- 24. 53 P.S. 6926.1901 et seq
- 25. 53 P.S. 6926.1906
- 26. Pol. 916
- 27. 29 U.S.C. 201 et seq
- 28. 43 P.S. 333.101 et seq
- 29. 53 P.S. 6926.1905
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606

Saucon Valley School District

Title – Safe2Say Something Procedures

Section – 800 Operations

Adopted –

Revised –

Content

~~Note: These procedures are designed as a resource and framework to be reviewed and modified by the school district based on your specific staffing, needs and resources. School Code 1303-D requires that school districts implement procedures to assess and respond to Safe2Say Something Program reports, but it does not specify content of those procedures. Please work with your school safety and security personnel, your school solicitor and the county emergency dispatch and law enforcement agency(ies) in developing and implementing procedures that meet the needs of your schools, students, staff and community.~~

Overview

In accordance with law, the district establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which district administrators and staff will operate and coordinate with the county emergency dispatch center and law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through any of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

Report Categorization and Delivery

Reports, also known as tips, will be analyzed by the Safe2Say Something Crisis Center and categorized based on definitions determined and approved by the Office of the Attorney General.

The following lists provide examples of incidents, concerns or threats that may be categorized as Life Safety, Non-Life Safety or Non-Notification, and are not all-inclusive lists. The status of a report may also be changed at the discretion of the Safe2Say Something Crisis Center when additional information becomes available regarding the report.

The Safe2Say Something Crisis Center will forward reports to a team, established by the district, via telephone communication, text and/or email and through the Safe2Say Something management program, depending on the nature and categorization of the report received:

Life Safety Categories and Process –

| Life Safety – Imminent and In-Progress |
|---|
| Active Shooter – In Progress |
| Bodily Injury – Emergency Condition |
| Cutting/Self-Harm |
| Disorderly/Dangerous Conduct |
| Domestic Violence |
| Human Trafficking |
| Intent to Harm Someone – Active |
| Physical Abuse |
| Planned Attack |
| Sexual Assault/Rape |
| Sexual Exploitation/Abuse |
| Stranger/Potential Predator on School Grounds |
| Suicide/Suicide Ideation |
| Terrorism |
| Weapons/Explosive Device |

Chart provided courtesy of the Pennsylvania Office of the Attorney General

During the school year, Life Safety tips coming into the Safe2Say Something Crisis Center during school hours will be:

1. Delivered to the district's designated Building Administrators via email and text message. The Safe2Say Something Crisis Center will call to see if the student is in school.
2. If the student is not in school at that time, the Safe2Say Something Crisis Center will request the student's address, parent/guardian name(s) and phone number. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.
3. The district's designated Building Administrators will respond to the report in accordance with the designated procedures. The Building Administrators will coordinate with law enforcement to follow up on a student welfare check.

Life Safety tips coming into the Safe2Say Something Crisis Center after school hours, on weekends and holidays will be:

1. Delivered to the district's designated Building Administrators via email and text message. The Safe2Say Something Crisis Center will call to request the student's address, parent/guardian name(s) and phone number. Calls will continue to be made through the list of designated team members until a response is received via telephone or in the Safe2Say Something management program.
2. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.
3. The district's designated Building Administrators will respond to the report in accordance with the designated procedures. The Building Administrators will coordinate with law enforcement to follow up on a student welfare check.

In the event of an active emergency situation, the Safe2Say Something Crisis Center will contact the county emergency dispatch center immediately, without delay.

Non-Life Safety Categories and Process –

| Non-Life Safety *(CV) = Crime/Violence |
|---|
| Alcohol Possession (CV) |
| Anger Issues |
| Animal Cruelty (CV) |
| Breaks School District Code |
| Bullying/Cyber Bullying |
| Dating Violence |
| Depression/Anxiety |
| Discrimination |
| Distributing Inappropriate Photos (CV) |
| Drug use/Distribution/Possession (CV) |
| Drunk/Under the Influence (CV) |
| Eating Disorder |
| Gang Violence/Activity (CV) |
| General Harassment |
| Harm to Building/Property |
| Hate Crime/Speech (CV) |
| Hazing (CV) |
| Homeless Child/Student |
| Hostile Environment |
| Inappropriate Bus Behavior |
| Inappropriate Language/Behavior/Gesture |
| Inappropriate Physical Contact |
| Inappropriate Use of School Technology/Equip. |
| Intimidation |
| Missing Person |
| Other |
| Planned Fight/Assault |

Chart provided courtesy of the Pennsylvania Office of the Attorney General

Non-Life Safety tips are those considered to be non-imminent. This may include acts that are considered violent or criminal, but are not currently active.

Non-Life Safety tips coming into the Safe2Say Something Crisis Center will be:

1. Delivered to the district’s designated Building Administrators via email and text message between the hours of 6 a.m. to 6 p.m., Monday through Friday.
2. Delivered to the district’s designated Building Administrators via email and text message between the hours of 9 a.m. to 4 p.m. on Saturdays, Sundays and holidays.
3. The Safe2Say Something Crisis Center may reach out to the district’s Building Administrators for student information as deemed necessary, to provide that information to law enforcement.
4. The district’s designated Building Administrators will respond to the report in accordance with the designated procedures.

Non-Notification Categories and Process –

| Non-Notification |
|-------------------------------------|
| General School Complaint |
| General Student Concern |
| Non-School Based – Information Only |
| Non-School Event - Crime |

Chart provided courtesy of the Pennsylvania Office of the Attorney General

Non-Notification tips coming into the Safe2Say Something Crisis Center will be delivered to the district’s designated Building Administrators through the Safe2Say Something management program only, twenty-four (24) hours a day, seven (7) days a week, without direct notification via email or text message sent to the Building Administrators.

The district’s designated Building Administrators will respond to the report in accordance with the designated procedures.

General School Complaint - tips may include complaints about school food, condition of the building, etc.

General Student Concern - tips may include reports of concern about student clothing, cleanliness, etc.

Non-School Based – Information Only - tips will include events that may be related to a student, but not a school issue, such as social media. These tips are being sent for informational purposes.

Non-School Event – Crime - tips will include crimes that may involve a student, but the event is unrelated to the school. These tips are being sent for informational purposes and will be forwarded to law enforcement. The Safe2Say Something Crisis Center may reach out to the district’s Building Administrators for student information as deemed necessary, to provide that information to law enforcement.

Crisis Team

~~*Notes: The district may designate the name for this team based on its own internal operations and terminology; the phrase “Crisis Team” is used based on terminology from the Safe2Say Something program training, but does not indicate any specific requirements or certifications. Please review and revise the terminology throughout these procedures as necessary, based on the needs of your district, law enforcement agencies and community. The 3-5 person limit is a best practice of the Safe2Say Something program and may be expanded at the district’s discretion. The district should consult with the school solicitor regarding any contractual or collective bargaining agreement implications in assigning team members.*~~

~~The Superintendent, School Safety and Security Coordinator or designee will establish a Crisis Team of three (3) to five (5) members, who will be designated, registered and trained to receive Safe2Say Something reports for all school buildings in the district.~~

~~{ } The district threat assessment team will serve as the Crisis Team to respond to Safe2Say Something reports. (24 P.S. 1302-E, 1303-E, Pol. 236.1)~~

~~{ } The Crisis Team will be comprised of (identify 3-5 individuals):~~

- ~~1. { } School Safety and Security Coordinator.~~
- ~~2. { } Superintendent.~~
- ~~3. { } Student Assistance Program team member.~~
- ~~4. { } Building principal.~~
- ~~5. { } Director of Student Services.~~
- ~~6. { } Assistant Superintendent.~~
- ~~7. { } Director of Operations.~~
- ~~8. { } School counselor.~~
- ~~9. { } School psychologist.~~
- ~~10. { } School police officer.~~

11. School Resource Officer.

12. _____ (other administrator or staff).

For purposes of communication, training and administration of district information in the Safe2Say Something program, the School Safety Coordinator will be designated as the **Crisis Team** lead administrator. The lead administrator will be responsible for updating contact information for all school buildings and designated Building Administrators members in the Safe2Say Something program, and determining the priority order of team members to receive calls about Life Safety reports.

Note: This section is optional for school districts who have the capacity and would like to create a team of individuals to assist in assessing and responding to Safe2Say Something reports, but who do not receive and manage the initial reports from the Crisis Center in the Safe2Say Something program.

Additional staff members will be assigned to the Crisis Team for assessment and response support, but will not be required to receive the Safe2Say Something Crisis Center reports. Additional staff members may include:

1. Student Assistance Program team member(s).

2. Building principal(s).

3. Director of Student Services.

4. Assistant Superintendent.

5. Director of Operations.

6. Director of Special Education.

7. School counselor.

8. School psychologist.

9. School police officer.

10. School Resource Officer.

11. Security personnel.

12. _____ (other administrator or staff).

The Crisis Team will include a staff member from each school building in the district.

The Crisis Team may be assigned by the Superintendent or designee to handle other emergency, crisis management and/or threat assessment situations, such as emergency preparedness planning; suicide awareness, prevention and response; or

~~other situations, based on appropriate physical and/or behavioral health training and in accordance with law, regulations, Board policies and administrative regulations. (Pol. 236.1)~~

~~{ } The Crisis Team will meet on a regular basis to assess school climate, monitor trends in reporting among specific students or groups of students who may need additional supports, determine the need for additional training of students and/or staff and prepare reports for district administration and/or the Board.~~

Training

The Building Administrators, lead administrator and team members designated to receive reports from the Crisis Center must attend training designated by the Safe2Say Something program. Training must include practicing report handling in the system.

The Building Administrators will also be trained in threat assessment, in accordance with the requirements of law, Board policies and procedures. (24 P.S. 1302-E; Pol. 236.1)

The Building Administrators will ensure that middle school and high school students and other staff members are provided with **information about** how to make reports and also awareness on risk factors and the importance of reporting. **Information** may include online and interactive video training.

~~and will be integrated with appropriate curriculum.~~

The district will make training and awareness materials and opportunities available to parents/guardians and community members as well.

Confidentiality

Building Administrators will receive training regarding confidentiality and the handling of student and staff information, in accordance with applicable laws, regulations, Board policies, administrative regulations and procedures. (20 U.S.C. 1232g; 24 P.S. 1304-D, Pol. 113.4, 207, 216, 236, 236.1, 249, 324, 800, 819)

Confidentiality will be handled in accordance with these procedures and the district's legal and investigative obligations.

The Safe2Say Something program is required to ensure anonymous reporting for individuals who submit reports. Building Administrators should ensure that if the identity of an individual making a report becomes known through other means, other than voluntary disclosure, that individual's identity is not further disclosed and records of the Safe2Say Something program are maintained confidentially, in accordance with law. (24 P.S. 1304-D)

Administrators members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, will ensure that all confidential communications and information are addressed in accordance with applicable law,

regulations, Board policy and administrative regulations. (22 PA Code 12.12; 42 Pa. C.S.A. 5945; 42 Pa. C.S.A. 8337; Pol. 207)

Receiving Reports

Upon receipt of a report notification via telephone call, text message and/or email, each Building Administrator will log in to the Safe2Say Something management program to retrieve the report.

~~{ } The Building Administrator will communicate with other team members regarding the report through the Safe2Say Something management program.~~

The Building Administrator will communicate with other team members regarding the report through established district processes and communication methods.

The Building Administrator will notify the Safe2Say Something Crisis Center by telephone if a report is received identifying a student who is not enrolled in the school district. Information on the student's current enrollment in another school or program will be provided to the Crisis Center, if known by the Building Administrator member responding to the report.

Tip Preservation –

If the district's Building Administrator identifies the need for a tip reported to the Safe2Say Something Crisis Center to be preserved for further investigation, the district and/or law enforcement agency will contact the Safe2Say Something Crisis Center within seventy-two (72) hours of receiving the initial report to request that it be preserved.

Law Enforcement Coordination

The Building Administrators, lead administrator, in coordination with the Superintendent and/or School Safety and Security Coordinator, will schedule and facilitate meetings with the county emergency dispatch center and each law enforcement agency that has jurisdiction over school property to discuss communication and handling of reports from the Safe2Say Something program.

Communication strategies and guidelines for handling reports will be documented in the biannual memorandum of understanding with law enforcement agencies. (24 P.S. **1319-B**; 22 PA Code 10.11; Pol. 805.1)

~~{ } Communication strategies and guidelines for handling reports~~

~~{ } with the county emergency dispatch center~~

~~{ } with law enforcement agencies~~

~~will be documented in the following manner:~~

~~**Note: Communication strategies should address how the Safe2Say Something program will be used for communicating and/or sharing information, or if other communication methods will be used based on the needs and resources of the school district, county emergency dispatch center and law enforcement agency.**~~

The Building Administrator will coordinate with the county emergency dispatch center and law enforcement agencies on Safe2Say Something reports in accordance with the documented procedures.

When requested, designated Building Administrators will provide student directory information, such as full name, address, home phone number, parent/guardian name(s), grade level, etc., to the Safe2Say Something Crisis Center, county emergency dispatch center and/or law enforcement agency with jurisdiction, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. The Building Administrators and/or Superintendent will consult the school solicitor regarding questions on disclosure of student directory information if necessary. (20 U.S.C. 1232g; Pol. 113.4, 216)

The district will ensure that all Building Administrators designated to receive Safe2Say Something program reports have continual access to

the district's electronic student information system

~~{ } an up-to-date physical copy of student directory information for all enrolled students~~

and have received authorization and training on handling student education records.

When a law enforcement agency takes the lead in handling a Life Safety report, the designated Building Administrators will document this action and coordinate follow-up activities for students and/or staff based on the nature of the report, in accordance with procedures under Response below.

When a report is handled by the district's Building Administrators, and a determination is made to contact the law enforcement agency to take protective action or report an incident, the district will coordinate with the law enforcement agency in accordance with documented procedures, the memorandum of understanding and applicable laws, regulations and Board policies.

(24 P.S. **1306.2-B, 1319-B**; 22 PA Code 10.2, 10.21, 10.22; Pol. 113.1, 218, 805.1)

Assessment and Response

Members of the Building Administrator receiving Safe2Say Something reports will identify if the report **has been categorized as a** Life Safety or Non-Life Safety report. Building Administrators will make a determination about whether to anonymously communicate with the reporter, if possible, through the Safe2Say Something management program for additional information based on:

1. The nature of the report and the scope of information provided initially.
2. The recommendation of the county emergency dispatch center and/or law enforcement agency, when applicable.
3. The training and experience of the Building Administrators.

Reports received initially from the Safe2Say Something Crisis Center will have inappropriate images and attachments blocked, including images or recordings that may be considered obscene or **pornographic**; however, Building Administrators should be aware that images and attachments may be added by the reporter in follow-up responses and communication. If images or other content that could be considered obscene or **pornographic** are added to the report, Building Administrators will contact the Superintendent, who will coordinate with the school solicitor and/or law enforcement agency, in handling such images and attachments that are received, and addressing their disposition in the Safe2Say Something management program. Such images and attachments should not be disseminated or downloaded beyond the reporting system until such coordination occurs and further direction is provided. Under no circumstances should images constituting pornography be downloaded or saved to a school-issued or school-owned electronic device or computer, or printed into a paper or other format.

Pornography includes, but is not limited to:

1. Any visual or audio depiction, including any photograph, digital image, film, video, picture, recording or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct; and
2. Nude pictures or images of the genitalia of any male or female or the breasts of any female, including any photograph, digital image, film, video, picture or computer or computer-generated image or picture of such.

Obscene includes any material, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Coordination With Other School Entities –

The Administrators will contact and coordinate with other school entities in assessing and responding to a report if an identified student that is the subject of a report is enrolled in the district and also attends another school, such as a career and technical education program, approved private school placement or intermediate unit program.

Coordination With Threat Assessment Process –

When a student’s behavior reported through the Safe2Say Something program indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others,

the Building Administrators shall report the student’s behavior to the threat assessment team,

the student’s behavior shall be addressed through the threat assessment process,

in accordance with applicable law and Board policy. (24 P.S. 1302-E, Pol. 236.1)

Life Safety Reports –

The Building Administrators will coordinate with the county emergency dispatch center and law enforcement agencies when assessing and responding to Life Safety reports. Coordination may include, but is not limited to:

1. Providing student or staff information for immediate response by law enforcement.
2. Providing required information to the Incident Command Post in an emergency situation. (22 PA Code 10.24)
3. Notification of the school community.
4. Cooperating in joint investigation and response to a report.
5. Providing care, support and/or ongoing monitoring following the resolution of a report.

6. { } _____ (other).

The Building Administrators, Superintendent and law enforcement agency, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

Non-Life Safety or Non-Notification Reports –

Note: Non-Life Safety reports may be updated to Life Safety status by the Safe2Say Something Crisis Center if additional updates are made by the reporter that indicate the need to revise the status.

~~{ } The Building Administrators members receiving a report will determine if additional members of the Building Administrators~~

~~{ } or the entire Building Administrators~~

~~should meet to assess and respond to a report.~~

The Building Administrators may reach out to and include other teams and/or staff who are familiar with the student and/or situation in assessing and responding to a report.

The Building Administrators may coordinate with the Superintendent or designee to consult the school solicitor in assessing and responding to a report.

The Building Administrators, in consultation with the ~~building principal and/or~~ Superintendent, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

Relation to Board Policies/Administrative Regulations/Procedures –

In assessing and responding to reports, the Building Administrators will make a determination if handling the report should be done under one or more specific Board policies, administrative regulations or district procedures, based on the subject matter of the report. Policies that may address Safe2Say Something report subjects include, but are not limited to:

1. Threat Assessment. (Pol. 236.1)
2. Bullying/Cyberbullying. (Pol. 249)
3. Suicide Awareness, Prevention and Response. (Pol. 819)
4. Child Abuse. (Pol. 806)
5. Student Assistance Program. (Pol. 236)
6. Student Discipline. (Pol. 218)
7. Weapons. (Pol. 218.1)
8. Terroristic Threats. (Pol. 218.2)
9. Controlled Substances/Paraphernalia. (Pol. 227)
10. Tobacco and Vaping Products. (Pol. 222, 323, 904)
11. Searches. (Pol. 226)
12. Hazing. (Pol. 247)
13. Discrimination/Title IX Sexual Harassment. (Pol. 103, 103.1, 104)
14. Dating Violence. (Pol. 252)

15. Emergency Preparedness and Response. (Pol. 805)
16. Employee Conduct/Disciplinary Procedures and/or Educator Misconduct. (Pol. 317, 317.1)
17. Maintaining Professional Adult/Student Boundaries. (Pol. 824)

Assessment –

In assessing Safe2Say Something reports that are not addressed through other Board policies, administrative regulations and district procedures, the Building Administrators will follow a standard practice, which may include, but is not limited to:

1. Interviewing students, staff, parents/guardians or others regarding the subject(s) of the report.
2. Reviewing existing academic, disciplinary and/or personnel 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. (Pol. 226)
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting community agencies that may provide 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, Child Study team, Student Assistance Program team or others. (Pol. 103.1, 113, 113.1, 113.2, 113.3, 236)
6. Adding notes or attachments to the report in the Safe2Say Something management program for communication and coordination among the [members of the](#) Building Administrators, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g; Pol. 113.4, 216)

7. [{ }](#) _____
(other).

The Building Administrators will conduct interviews and investigations in accordance with applicable laws, regulations, Board policies and administrative regulations, and will respect the rights and confidentiality of students, staff, parents/guardians and others in assessing and responding to Safe2Say Something reports. (Pol. 103, 103.1, 104)

Response –

Following assessment and coordination with other teams and individuals as necessary, the Building Administrators will recommend and/or implement one or more responses to address the Safe2Say Something report. The timeline for assessment and response, as well as the nature of responses, will vary based on the nature and complexity of the report. Responses may include but are not limited to:

1. Counseling – this may include counseling within or outside of the school. (Pol. 112, 146)
2. Monitoring – monitoring may be done by the Building Administrators, threat assessment team, a Child Study team, IEP team or other appropriate team of individuals within the district.
3. Parental notification, as appropriate.
4. Review of appropriate plan or support – this may include a review of a student’s IEP, Section 504 Service Agreement, Behavior Support Plan, Student Assistance Program, Employee Assistance Program or other type of plan or system of support. (Pol. 103.1, 113, 113.2, 146, 236)
5. Immediate intervention – this may include an immediate assessment or action through the threat assessment process, student services, Student Assistance Program, a crisis response team, law enforcement and/or a community agency.
6. Outside referral – this may include an outside referral to a behavioral health resource, medical provider, community agency or other outside or contracted service or provider. (Pol. 146, 236)

The district will ensure that memoranda of understanding are developed with outside resources, centers and agencies with whom the district develops cooperative agreements for student or staff referrals.

7. Investigation/School discipline – this may include investigation and/or discipline under a specific Board policy as noted above, such as an investigation of bullying/cyberbullying or hazing, or discipline, up to and including suspension and expulsion, in accordance with law, regulations, Board policy and administrative regulations. (Pol. 113.1, 218, 233, 236.1, 247, 249, 317, 317.1)
8. Reporting/Law enforcement action – this may include a referral to law enforcement in accordance with the memorandum of understanding, reporting in accordance with **school safety and security** incident reporting, or other types of required reporting

to state or federal agencies. (Pol. 103.1, 113.1, 113.2, 218, 218.1, 218.2, **218.3**, 222, 227, 317.1, 323, 351, 805.1, 806, 904)

9. { }
(other).

Interplay with Child Protective Services Law –

The Building Administrators will respond to Safe2Say Something reports involving suspected child abuse in accordance with Board policy and the Child Protective Services Law, and will follow the requirements for making a mandated report, even if the county emergency dispatch center or law enforcement agency has also received the Safe2Say Something report. When a report of suspected child abuse is made by a school employee as a member of the Building Administrators, the 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, is not required to make an additional report. (23 Pa. C.S.A. 6305, 6311, 6313; Pol. 806)

School Safety and Security Incident Reporting –

For **school safety and security** reporting purposes, the term **incident** will 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 **products**; or conduct that constitutes an offense listed **in the school safety and security provisions of School Code**. (24 P.S. **1319-B**; 22 PA Code 10.2; 35 P.S. 780-102)

In accordance with reporting requirements, the Superintendent or designee will immediately report required incidents 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 law enforcement agency 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 law enforcement and Board policies. (24 P.S. **1306.2-B**, **1319-B**; 22 PA Code 10.2, 10.21, 10.22; Pol. 113.1, 218, 805.1)

The Superintendent or designee will notify the parent/guardian 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 **law enforcement agency** 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. (22 PA Code 10.2, 10.25; Pol. 805.1)

Students With Disabilities –

When reporting an incident committed by a student with a disability to a law enforcement agency, the district will provide the information required by state and federal laws and regulations and will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district will ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. (20 U.S.C. 1232g, 1415; Pol. 113.1, 113.4, 216)

For purposes of protection and continuity in handling students with disabilities, the district will provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each **law enforcement agency** that has jurisdiction over school property. Updated copies will be provided each time the administrative regulations and procedures for behavior support are revised by the district. (22 PA Code 10.23, 14.104; Pol. 113, 113.2, 805.1)

The district will invite representatives of each **law enforcement agency** 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. (22 PA Code 10.23, 14.104, 14.133; Pol. 113, 113.2, 805.1)

Closure and Documentation

Building Administrators designated to receive Safe2Say Something reports will coordinate and ensure that all reports are officially closed in the Safe2Say Something management program.

The Building Administrators will coordinate with the county emergency dispatch center and law enforcement agencies in documenting responses to reports and/or handling student information and records, in accordance with these procedures, the memorandum of understanding with law enforcement and applicable laws and regulations.

Notes briefly detailing ongoing response activities or resolution of the report must be noted as applicable in the Safe2Say Something management program and shared with other members of the Building Administrators, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g; Pol. 113.4, 216)

The Superintendent or designee will direct the Building Administrators to submit a report

monthly

annually

periodically

to the

administration

[{ } Board](#)

on aggregate data of Safe2Say Something program reports and responses.

Aggregate report and response data from the Safe2Say Something program will be included in the annual Board report from the School Safety and Security Coordinator. **(Pol. 805.2)**

The

Building Administrators

[{ } Superintendent or designee](#)

[{ } School Safety and Security Coordinator](#)

[{ } Director of Technology](#)

[{ } Director of Student Services](#)

will develop reports, databases and/or files for documenting and storing information regarding Safe2Say Something reports, assessments, resolutions and follow-up responses.

Documentation from Safe2Say Something reports that includes specific student information will be handled by the district in accordance with applicable laws, regulations, Board policies, administrative regulations and procedures. (20 U.S.C. 1232g; 24 P.S. 1304-D, Pol. 113.4, 207, 216, 236, 236.1, 249, 800, 819)

Student Assistance Program documentation and follow-up information will be handled in accordance with Board policy, administrative regulations and program requirements. (Pol. 236)

Resources

Safe2Say Something Program Frequently Asked Questions:

<https://www.safe2saypa.org/faq/>

Safe2Say Something Resource Portal (contains team and student training guides, including awareness materials in multiple languages):

www.safe2saypa.org/resources

[*School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\):*](#) FERPA guidance from the Privacy Technical Assistance Center, U.S. Department of Education, February 2019

PLEASE UPDATE THIS INFORMATION CONTINUOUSLY AND RECORD THE INFORMATION WITH THE SAFE2SAY SOMETHING PROGRAM AS APPLICABLE OR NOTIFY THE SAFE2SAY SOMETHING CRISIS CENTER FOR ASSISTANCE:
info@Safe2Saypa.org

Building Administrators Members for Safe2Say Something Reporting

| Employee Name | Position | School Building | Email Address | Cellular/Home Phone | Office Phone |
|------------------------------|----------------------|-----------------|------------------------------------|---------------------|--------------|
| Lead: Robert Frey | SSSC | District Office | Robert.Frey@svpanthers.org | | 610-838-7001 |
| Teresa Casimire | HS Principal | High School | Teresa.Casimire@svpanthers.org | | 610-838-7001 |
| Julie Davis | HS Assist. Principal | High School | Julie.Davis@svpanther.org | | 610-838-7001 |
| Lensi Nikolov | MS Principal | Middle School | Lensi.Nikolov@svpanthers.org | | 610-838-7001 |
| Mike Sakelarides | MS Assist. Principal | Middle School | Michael.Sakelarides@svpanthers.org | | 610-838-7001 |
| Jaime Vlasaty | Superintendent | District Office | Jaime.Vlasaty@svpanthers.org | | 610-838-7001 |

Additional Crisis Team Members

| Employee Name | Position | School Building | Email Address | Cellular/Home Phone | Office Phone |
|---------------|----------|-----------------|---------------|---------------------|--------------|
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PLEASE UPDATE THIS INFORMATION CONTINUOUSLY FOR USE BY SCHOOL STAFF

| 911 Dispatch/Law Enforcement | Location | Lead Contact | Phone | Email | Coordination/MOU Notes |
|------------------------------|----------|--------------|-------|-------|------------------------|
| | | | | | |

| Agency | | | | | |
|--------------------------|-----------------------|------------------|--------------|---------------------------------|----------------|
| Lower Saucon Township PD | Lower Saucon Township | Chief Tom Barndt | 484-239-1029 | tbarndt@lowersaucontownship.org | Renewed 1/2024 |
| | | | | | |
| Hellertown PD | Hellertown | Vacant | | | Renewed 1/2024 |
| | | | | | |
| | | | | | |

Saucon Valley School District

Policy

Title – 204 Attendance

Section – 200 Pupils

Adopted – June 13, 2023

Revised –

Content

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.^[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy, and administrative regulations.^{[2][3][4][5][6][7]}

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.^{[8][9]}

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent or designee shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, Attendance Officer, Home and School Visitor, and Counselors, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[3\]](#)[\[4\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[2\]](#)[\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[2\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students at least fifteen (15) years of age whose enrollment in private trade or business schools has been approved in accordance with law.[\[2\]](#)
6. Students at least fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[4\]](#)
7. Students at least sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[4\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[3\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.

6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
11. Non-school sponsored educational tours or trips, if the following conditions are met:[3][29]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.[3][6][30]

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[2\]](#)[\[14\]](#)[\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[31\]](#)
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) ~~three (3)~~ days of the absence.

A maximum of twenty (20) ~~ten (10)~~ days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond twenty (20) ~~ten (10)~~ cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be **permanently** considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[8\]](#)

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[32]

The notice shall:[32]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order. The notice may include the offer of a School Attendance Improvement Conference.[32]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[32]

School Attendance Improvement Conference (SAIC) –

District staff shall ~~offer notify~~ the person in parental relation in writing ~~the offer to participate~~ and by telephone ~~of the date and time of~~ the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[32]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and 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.[16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

Legal References

1. 22 PA Code 11.41
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 24 P.S. 1330
5. 22 PA Code 11.23
6. 22 PA Code 11.25
7. 22 PA Code 12.1
8. 24 P.S. 1326
9. 22 PA Code 11.13
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34

22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 24 P.S. 1327.1
25. 22 PA Code 11.31
26. 22 PA Code 11.31a
27. Pol. 137
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251
31. 24 P.S. 1546
32. 24 P.S. 1333
33. 24 P.S. 1333.1
34. 24 P.S. 1333.2
35. Pol. 103.1
36. Pol. 113.3
37. Pol. 114
24 P.S. 1333.3
22 PA Code 11.24
22 PA Code 11.8

Saucon Valley School District

Policy

Section - Pupils

Title – 218.1 Weapons

Adopted – July 25, 2006

Revised –

Content

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

(SC 1317.2)

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. [24 P.S. 13-1301-A][24 P.S. 13-1317.2][24 P.S. 5-510]

Replica – a replica is an item that resembles or looks like a weapon, but is not actually a weapon and not capable of inflicting serious bodily injury, e.g., plastic toy knives, guns, and grenades, but which could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe school environment. An item that may appear to be a replica because it is marketed or used as a toy may still qualify as a weapon if it is capable of inflicting serious bodily injury or can be used as a cutting instrument.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; 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 school 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. [24 P.S. 13-1317.2][24 P.S. 5-0510]

The school district shall expel for a period of not less than one (1) year any student who ~~violates~~ possesses weapons in violation of this ~~weapons~~ policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.[24 P.S. 13-1317.2][24 P.S. 5-510]

A student possessing a replica shall be disciplined in accordance with the disciplinary procedures of Policy 233 and the applicable student handbook.

The intent of a student is not a factor in determining whether a student has violated the prohibition on possession of a weapon.

The Superintendent may recommend to the Board modifications of such expulsion requirement on a case-by-case basis. [24 P.S. 13-1317.2][24 P.S. 5-510][Pol. 233]

Delegation of Responsibility

~~(20.U.S.C. Sec. 1400 et seq)~~ In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.[24 P.S. 13-1317.2][Pol. 113.1][20 U.S.C. 1400 et seq.][22 PA Code 10.23][Pol. 103.1][Pol. 113.3]

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.[24 P.S. 1302.1-A][Pol. 805]

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.[24 P.S. 13-1302-E]

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.[24 P.S. 13-1317.2][24 P.S. 1302.1-A][24 P.S. 1303-A][22 PA Code 10.2][22 PA Code 10.21]

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.[22 PA Code 10.2][22 PA Code 10.25]

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.[24 P.S. 13-1303-A]

~~(SC 1317.2) The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.~~

~~(SC 1317.2) The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.~~

~~(SC 1303-A) The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.~~

~~(SC 1303-A) Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form twice per year.~~

Guidelines

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

~~(SC 1317.2) An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.~~

Weapons under the control of law enforcement personnel are permitted.

Transfer Students

~~(SC 1317.2) When the school 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.[24 P.S. 13-1317.2]~~

School Code ~~1302.1-A , 13-1302-E ,~~ 1303-A, 1317.2, 510

PA Code Title 22 Sec. 10, 2, 10.21, 10.23, 10.25, 403.1

18 U.S.C. Sec. 921, 922

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

20 U.S.C. Sec. 7151

20 U.S.C. Sec. 7114

Board Policy 103.1, 113.1, 113.3, 233, 805

Saucon Valley School District

Policy

Title – 236.1 Threat Assessment

Section – 200 Pupils

Adopted –

Revised –

Content

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.[\[3\]](#)

Individualized Management 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 [\[1\]](#)

~~**[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]**~~

~~{ } individuals to a district threat assessment team.~~

~~{ } individuals to a threat assessment team at each school building in the district.~~

~~{ } the district’s Student Assistance Program team to serve as the threat assessment team.~~

~~{ } the district’s Safe2Say Something crisis team to serve as the threat assessment team.~~

~~{ } the district’s suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.~~

~~{ } the district’s _____ to serve as the threat assessment team.
[HJJ1]~~

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.[\[1\]](#)

~~{ } members of the Student Assistance Program team.[4]~~

~~{ } school security personnel.[5]~~

~~{ } law enforcement agency representatives.~~

~~{ } behavioral health professionals.~~

~~{ } members of the Safe2Say Something crisis team.[6]~~

~~{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[7]~~

~~{ } juvenile probation professionals.~~

{ } The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.[HJJ2]

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

Guidelines

Training

The

~~{ } Superintendent or designee~~

{ } School Safety and Security Coordinator[HJJ3]

shall ensure that threat assessment team members are provided individual and/or group training **annually** 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.

10. {} Positive Behavioral Intervention and Support.
[HJJ4]

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 **annually** 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.[\[1\]](#)[\[7\]](#)[\[8\]](#)[\[17\]](#)[\[19\]](#)

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[\[6\]](#)[\[15\]](#)

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] [HJJ5]

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 a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management 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 an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management 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 Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management 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. [\[1\]\[5\]\[HJJ6\]](#)

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 **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. [\[1\]\[5\]\[61\]](#)

Legal References

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
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

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Saucon Valley School District

Policy

Title – 249 Bullying/Cyberbullying

Section – Pupils

Adopted – October 10, 2006

Revised – January 12, 2021

Content

PURPOSE

The Board is committed to provide a safe, positive learning climate 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 that is severe, persistent, or pervasive and has the effect of doing any of the following: [\[1\]](#)

1. Substantially ~~interference~~ interfering with a student's education
2. ~~Creation~~ Creating a threatening environment in the school, ~~or,~~
3. Substantially ~~disruption~~ disrupting the orderly operation of the school

~~Bullying may occur in the school setting or out of the school setting.~~

Bullying, as defined in this policy, includes cyberbullying. [Bullying that does not occur in a school setting but otherwise fits the definition above may fall under this policy if](#)

[the effect of the bullying has an impact on the students in the school setting.\[24 P.S. 13-1303.1-A\]](#)

Bullying may occur in the school setting or out of the school setting.

[Cyberbullying means willful harm inflicted through the use of computers, cell phones, and other electronic devices, including, but not limited to, the use of generative artificial intelligence.](#)

School setting means

1. In the school;
2. On school grounds;
3. In school vehicles;
4. At a designated bus stop;
5. At any activity sponsored, supervised, or sanctioned by the school^[1]
6. On the internet, including, but not limited to, messaging, texting, emailing, posting on social media, when the district's hardware or network ~~are used to access the internet for such activity, or when the posting is done on a school-sponsored~~ is used to access the internet for such activity, or when the posting is done on a school-sponsored website or social media account.

Out of the school setting means at any place not identified in "school setting" above. Examples include, but are not limited to, ~~at~~ private residences, commercial establishments, or non-school public places, or on the internet or electronically when the district's hardware, network, or school-sponsored websites or social media accounts are not used.

[Examples of Bbullying situations may](#) include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; or a situation that creates an imbalance of power in a relationship.

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 report such incidents to the building principal or designee promptly.

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 violating this policy.

The Board directs that complaints of bullying shall be investigated promptly, and corrective or preventative action shall be taken when allegations are verified.

The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct that 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, per the applicable law and Board policy.[2][3]

Confidentiality

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

Retaliation

The Board prohibits ~~No~~ reprisals or retaliation related to good faith reporting of bullying or participation in an investigation shall occur as a result of good faith charges of bullying or participation in an investigation into allegations of bullying.

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/Title IX Coordinator. If, ~~in the course of a bullying investigation, potential issues of discrimination are identified, the Compliance Officer/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 potential issues of discrimination are identified during a bullying investigation, the Compliance Officer/Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination and~~ the incidents of alleged bullying. ~~[4][5]~~

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall:

1. ~~D~~develop administrative regulations to implement this policy.~~;~~
2. ~~E~~nsure that this policy and administrative regulations are reviewed annually with students;~~[1] and~~
3. ~~In cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]~~
~~2.~~
- 3.4. ~~S~~submit a copy of this policy, ~~reports of bullying incidents, and information on the development and implementation of any bullying prevention, intervention, or education programs~~ with the district's annual Safe Schools Report.~~;~~~~[1]~~

Sec. 1303.1-A

Each staff member shall be responsible ~~to maintain~~for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene ~~--~~unless intervention ~~would be a threat to~~threatens staff members' safety. If a staff member believes that ~~his/her~~ their intervention has not resolved the matter, or if the bullying persists, ~~she~~ the staff shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

Each student shall be responsible ~~to respect the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure~~for respecting the rights of his/her fellow students, ensuring their rights, and ensuring an atmosphere free from all forms of bullying.

The Board expects students and parents/guardians who become aware of an act of bullying to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying or participating in an investigation into allegations of bullying may be subject to appropriate disciplinary consequences.

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 prominent location within each school building and on the district website.[1]

Students shall be informed that they may choose to report bullying complaints to school principals, teachers, counselors, nurses, administrators, and other instructional and non-instructional staff. A district staff member who receives a complaint of bullying shall notify the building principal within 48 hours.

If the school principal is the subject of a complaint, the student or staff member receiving the complaint shall report the complaint directly to the ~~Assistant Superintendent or the Superintendent~~ or designee.

When a student believes that ~~s/he is~~ they are being bullied, intimidated, or in physical danger, the student should immediately inform the bully that ~~his/her~~ their behavior is unwelcome, offensive, or inappropriate, to the extent possible. The student shall also follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of ~~his/her~~ their rights and of the complaint process.

2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim.

The school principal or designee shall review complaints of bullying for conduct ~~which that~~ may not be proven to be bullying under this policy but merits review and possible action under other Board policies. Since harassment and bullying are closely related ~~types of behavior~~ behaviors, if it is determined that, as per Board Policy 103 or 103.2, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 103 or 103.2, as appropriate.

3. The school principal or designee shall summarize the investigation ~~as per school procedures, recommending according to school procedures and recommend the~~ disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. ~~[1][6][11]~~ Such action may include guidance counseling; ~~counseling/therapy outside of school;~~ change of seating, change of class or schedule; other method for separation of the bully and victim; parental conference; detention; suspension; expulsion; involuntary transfer to another school, class, or bus operated by the school district; ~~loss of school privileges; exclusion from school-sponsored activities; referral to law enforcement~~ or ~~[HJJ1]~~ other appropriate forms of disciplinary consequence.

Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the school Code of Conduct.

Appeal Procedure

If the complainant or accused is not satisfied with the school principal's decision, ~~s/he~~ they may file a written appeal to the ~~Assistant Superintendent~~ Superintendent or designee.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting ~~incidents of bullying~~ bullying incidents. ~~[1][8][9][10]~~

References:

1. -24 P.S. 1303.1-A
2. 24P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 820 U.S.C 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233
- Pol. 113.1

**DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/
HAZING/DATING VIOLENCE/RETALIATION
REPORT FORM**

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from bullying, hazing, dating violence, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: _____

Address: _____

Email: _____

Phone Number: _____

Retaliation Prohibited

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a:

- Student Parent/Guardian Employee Volunteer Visitor
 Other _____ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

- The alleged victim is: Your Child Another Student A District Employee
 Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Bullying, Hazing, Harassing or Other Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

- Student(s) Employee(s)
 Other _____ (please explain relationship to the district)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 103 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a:

Student Parent/Guardian Employee Volunteer Visitor

Other _____ (please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: Reporter's Child Another Student Another Employee

Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the district)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Bullying
- Hazing Dating Violence Other _____

Nature of the Report (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment (Title IX) |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Hazing | <input type="checkbox"/> Dating Violence |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's academic, programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of a student or other individual.)

No.

Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

- Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students
- Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff
- Policy 247. Hazing
- Policy 249. Bullying
- Policy 252. Dating Violence
- Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a during a school program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

- A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
- Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 247. Hazing

Policy 249. Bullying

Policy 252. Dating Violence

Other _____

Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students: Attachment 2
Discrimination Complaint Procedures

- Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 2
Discrimination Complaint Procedures
- Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
- Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.
5. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

Yes No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____

Saucon Valley School District

Policy

Title – 252 Dating Violence

Section – 200 Pupils

Adopted –

Revised –

Content

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]

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.[3][4]

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.[5][6]

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 or.

-
{ } 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 or designee, 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.[\[1\]](#)[\[7\]](#)

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.[\[1\]](#)[\[8\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]](#)[\[9\]](#)

Legal References

1. 24 P.S. 1553
2. Pol. 218
3. Pol. 103
4. Pol. 103.1
5. Pol. 218.3
6. 24 P.S. 1318.1
7. 71 P.S. 611.13
8. Pol. 105.1
9. Pol. 105.2
- 22 PA Code 12.12
- 20 U.S.C. 1232g

Saucon Valley School District

Policy

Title – 913 Non-School Organizations/Groups/Individuals

Section – 900 Community

Adopted – August 14, 2007

Revised – April 25, 2023

Content

The Board recognizes that non-school organizations, groups, and individuals may wish to utilize the district as a means to engage the school community in activities. The Board directs that requests for such utilization from non-school organizations, groups, or individuals shall be governed by this policy.

Activities that are integrated with or presented as a part of the district's curriculum, an approved school event, or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy, even if coordinated with non-school organizations.

It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy and applicable law.

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

Definitions

Non-school organizations, groups, or individuals shall mean those entities identified in Group III, Group IV, and Group V, as defined below. When employees or Board members act on behalf of a non-school organization or group or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.

Group I - Board -approved, school district -sponsored extracurricular , co-curricular, and athletic activities.

Group II - school-affiliated organizations, as defined in Policy 915.

Group III - non-profit, school-age athletic leagues, with 75% of participants in Saucon Valley School District.

Group IV – non-profit civic service or athletic organizations offering educational, cultural, or recreational enrichment activities for district students.

Group V all other organizations and individuals permitted to use district facilities.

Non-school materials shall mean any printed, technological, tangible, digital, or written materials, regardless of form, source, or authorship, that are prepared by an entity in Group III.

Guidelines

The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits the direct dissemination of materials by non-school organizations, groups, or individuals in ~~Group III~~, Group IV, and Group V during instructional time, on school property on school days, at school-sponsored activities occurring on or off of school property, or directly to students through facilitation by the District. The district will not disseminate materials from non-school organizations in ~~Group III~~, Group IV, and Group V. ~~This prohibition against dissemination of non-school materials by entities in Group III, Group IV, or Group V does not apply to events held on school property by entities in Group II.~~

The Board requires that non- school organizations, groups or individuals in Group III, ~~Group IV or Group V~~, who wish to disseminate non-school materials through district resources shall submit them materials to the Superintendent or his/ her designee. If approval is granted the non-school organization, group or individual in Group III ~~Group IV or Group V~~ shall comply with Board policy and administrative regulations , and the District's time, manner and place restrictions for dissemination of non-school materials.

Only Eelectronic flyers from non-school organizations, groups or individuals in Group III; ~~Group IV or Group V for Saucon Valley residents and students~~ will be considered. Requests for permission to post information about events, products, or the location where information may be accessed must be submitted to the Superintendent or his/ her designee.

Electronic flyers must be submitted in a Microsoft format (Word, Publisher, etc.) or as a pdf file created from the native file. Scanned imaged will not be approved.

Flyers/Information for programs/ events/ activities that are not school-sponsored must include the following disclaimer. "This event/ activity is not approved or sponsored by the Saucon Valle y School District or its Board of Directors." Notices and promotional material may not ~~sueuse~~ use the terms "Saucon Valley School District , " ~~er-~~ "SVSD," or school names, or any derivative thereof to describe the organization or the event. For example, "Saucon Valley School District Community Soccer Camp," "SVSD Soccer

Dynamos." and "Saucon Valley Middle School Soccer Camp" would all be prohibited. and and when describing the event only reference the street address and room number, when applicable. These requirements apply to flyers/ information submitted by Group III individuals or organizations for dissemination by the district and flyers/information circulated independently by organizations or individuals in Group III Group IV, and Group V.

Requests must be submitted by Group III at least two (2) weeks prior to the requested distribution date. If hard copies are approved, information will be sent home only; to families without Internet access and distribution is approved, it will occur through the district's electronic distribution system, which will be available in the school's main office.

Submitting organizations in Group III will be notified by email of the district's decision.

The Board directs that the review and consideration of the use of school district facilities by non-school organizations requested under this policy shall not discriminate on the basis of viewpoint.

Definitions

~~Non-school organizations, groups, or individuals shall mean those entities identified in Group III, Group IV, and Group V, as defined below. When employees or Board members act on behalf of a non-school organization or group or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.~~

~~Group I – Board approved, school-district sponsored extracurricular, co-curricular, and athletic activities.~~

~~Group II – school-affiliated organizations, as defined in Policy 915.~~

~~Group III – non-profit, school-age athletic leagues, with 75% of participants in Saucon Valley School District.~~

~~Group IV – non-profit civic service or athletic organizations offering educational, cultural, or recreational enrichment activities for district students.~~

~~Group V – all other organizations and individuals permitted to use district facilities.~~

Non-school materials shall mean any printed, technological, tangible, digital, or written materials, regardless of form, source, or authorship, that are prepared by an entity in Group III.

Prohibited activities shall mean activities that:

1. Violate federal, state, or local laws, Board policy, or district rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar, or profane.
3. Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol, or illegal drugs.
4. Incite violence, advocate use of force, or threaten serious harm to the school or community.
5. Materially or substantially disrupt or interfere with the educational process, such as school activities, school work, discipline, or safety and order on school property or at school functions.
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Primarily promote commercial enterprises.
8. Promote or express an opinion on a political party, candidate, or ballot measure.
9. Violate written district administrative regulations or procedures on time, place, and manner for posting and distribution of otherwise protected expression.

Non-school Activities

Activities sponsored by non-school organizations, groups, or individuals shall not occur during instructional time or school-sponsored activities.

Requests by non-school organizations, groups, or individuals to use district facilities shall comply with Board policy and administrative regulations.

Community Activities Involving Students

The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by community organizations but specifies that unreasonable demands on the time and energies of students and staff be prevented.

Requests for student participation in community-sponsored activities must be made in writing to the Superintendent or designee.

The school schedule may not be interrupted unless the majority of students involved benefit from participation.

Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.

Fundraising

Fundraising by non-school organizations, groups, or individuals is prohibited on school property or in the name of the school.

Any staff member wishing to solicit funds on school property or in the name of the school district must receive permission from the Board.

Funds solicited for special purposes are not to be commingled with regular or special accounts of the district.

This policy does not apply to fundraising for district-sponsored or school affiliated organization activities.

Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency for fundraising purposes.

Scholarships/ Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students, but in accepting such offers, the Board directs that established guidelines be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen ('18) or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.

The type of scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the proposed scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship.

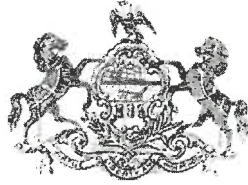
Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.

4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/nicotine, alcohol, and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.



PETITION UNDER THE PUBLIC EMPLOYE RELATIONS ACT

IN THE MATTER OF THE EMPLOYEES OF:

Saucon Valley School District

| | |
|----------------------------|--|
| DO NOT WRITE IN THIS SPACE | |
| CASE NO. | |
| DATE FILED | |

- PETITION FOR REPRESENTATION – Thirty (30) percent or more of the employees wish to be represented by Petitioner and Petitioner desires to be certified as representative of the employees; **SIGNED AND DATED SHOWING OF INTEREST MUST BE ATTACHED** (refer to § 603(c) of the Public Employe Relations Act (Act) and 34 Pa. Code §§ 95.12 and 95.14).
- PETITION FOR DECERTIFICATION – Thirty (30) percent or more of the employees assert that the certified bargaining representative is no longer their representative (**SIGNED AND DATED SHOWING OF INTEREST MUST BE ATTACHED**) or the public employer alleges a good faith doubt of the majority status of the present representative; (**FACTUAL SUPPORT MUST BE ATTACHED**) (refer to § 607 of the Act and 34 Pa. Code §§ 95.21 and 95.22).
- PETITION FOR ELECTION BY PUBLIC EMPLOYER –A public employe, group of public employes, or employe organization has presented a claim to the public employer to be recognized as the representative of the employes of the public employer and thereafter has not sought an election (refer to § 603(d) of the Act and 34 Pa. Code § 95.14).
- PETITION FOR UNIT CLARIFICATION – An employe organization is currently recognized by the public employer, but Petitioner seeks clarification of the unit previously certified in Case No. PERA-U-10-135-E (refer to 34 Pa. Code § 95.23).
- PETITION FOR AMENDMENT OF CERTIFICATION – Petitioner seeks amendment of certification issued in Case No. _____; **STATEMENT DESCRIBING THE SPECIFIC AMENDMENT SOUGHT MUST BE ATTACHED** (refer to 34 Pa. Code § 95.23).

PUBLIC EMPLOYER INFORMATION

| | | | |
|--|-------|-----------------------|----------------|
| Saucon Valley School District | | Mark Fitzgerald, Esq. | |
| Public Employer | | Contact Name | |
| Fox Rothschild, LLP, 980 Jolly Road, Suite 110 | | | |
| Address | | | |
| Blue Bell | PA | 19422 | (610) 397-7981 |
| City | State | Zip | Telephone |

EMPLOYEE ORGANIZATION INFORMATION

| | | | |
|---|-------|---|----------------|
| Saucon Valley Education Association, PSEA/NEA | | Jesika A. Steuerwalt, Esq., PSEA Staff Attorney | |
| Employe Organization | | Contact Name | |
| PSEA Legal Division, 4950 Medical Center Circle | | | |
| Address | | | |
| Allentown | PA | 18106 | (610) 871-3817 |
| City | State | Zip | Telephone |


- Description of the unit deemed to be appropriate (for Unit Clarification Petitions, describe present unit below and attach description of proposed clarification and reason(s) for the request):
Included:
See attached

Excluded:
See attached
- Approximate number of employes in the unit claimed to be appropriate:
Present: 165 Proposed by Unit Clarification Petition: 1

3. The proposed unit includes:
- | | |
|---|--|
| <input type="checkbox"/> Nonprofessional employees only | <input type="checkbox"/> Security guards only (refer to §604(3) of the Act) |
| <input checked="" type="checkbox"/> Professional employees only | <input type="checkbox"/> Prison guards only (refer to §604(3) of the Act) |
| <input type="checkbox"/> Professional and nonprofessional employees (refer to §604(2) of the Act) | <input type="checkbox"/> First level supervisors (refer to §604(5) of the Act) |
4. The Petitioner alleges that 30% or more of the employees in the proposed unit request representation/decertification in accordance with this petition, and is supported by N/A
(State method used to determine the desire of the majority of employees)
5. There are no other employee representatives claiming to represent any of the employees in the proposed unit except (if applicable):
N/A
- | | | | |
|------------|------|-----------|-----|
| <u>N/A</u> | | Telephone | |
| Name | | | |
| <u>N/A</u> | | | |
| Address | City | State | Zip |
6. Date of expiration of current agreement (if any): June 30, 2028
7. The Employe Organization notified the public employer pursuant to Section 603(c) of the Act on N/A
(Date)
 and requested the public employer to join in a petition for an election; **A COPY OF THE NOTIFICATION MUST BE ATTACHED.**
8. The public employer refused said request on N/A
(Date)
9. The public employer agreed on N/A
(Date) to join in an election request with the employe representative; however, the employe representative failed to seek an election.
10. Other relevant facts: **The Employer and the Employe Organization agreed to seek joint clarification of the bargaining unit to include the Licensed Social Worker position into the unit.**

I declare that I have read the above petition and that the statements therein are true to the best of my knowledge and belief.

Saucon Valley Education Association, PSEA/NEA
(Petitioner and Affiliation, if any)

| | | |
|--|-------------------------|-------------------------|
| By  | Zachary A. Toland, Esq. | Associate Staff Counsel |
| Signature of Petitioner or Representative | Printed Name | Title |
| <u>PSEA Legal Division, 4950 Medical Center Circle</u> | | |
| Address | | |
| <u>Allentown</u> | <u>PA</u> | <u>18106</u> |
| <u>(610) 871-3817</u> | | |
| City | State | Zip Telephone |

INCOMPLETE OR INACCURATE STATEMENTS HEREON MAY RESULT IN A DISMISSAL OF THIS PETITION. FAILURE TO FILE ORIGINAL AND THREE (3) COPIES OF THE PETITION MAY CAUSE A DELAY IN PROCESSING.

Exhibit “A”

Saucon Valley Education Association

Description of Unit

Present Unit

Included: In a subdivision of the employer unit comprised of full-time classroom teachers and special teachers and mental health specialists.

Excluded: Supervisors, first level supervisors, and confidential employes as defined in the Act.

Proposed Unit

Included: In a subdivision of the employer unit comprised of full-time classroom teachers and special teachers, mental health specialists, **and licensed social workers.**

Excluded: Supervisors, first level supervisors, and confidential employes as defined in the Act.

Reason for Request

The Employer and the Employee Organization agreed to seek joint clarification of the bargaining unit to include the Licensed Social Worker position into the unit.



ABA SUPPORT SERVICES, LLC

MAKING CONNECTIONS TODAY FOR A BETTER TOMORROW

224 Nazareth Pike Suite 22A Bethlehem, PA 18020 Phone: 610.365.8373 Fax: 610.365.2522

Client Service Agreement

This Client Service Agreement (the “Agreement”) is made as of the Effective Date set forth below by and between ABA Support Services, LLC with its principal place of business located at 224 Nazareth Pike, Suite 22A, Bethlehem, Pennsylvania 18020 (hereinafter “ABASS”) and Saucon Valley School District, with its principal place of business located at 2097 Polk Valley Road, Hellertown, Pennsylvania 18055 (hereinafter “School District”). ABASS and School District are sometimes referred to collectively as the “Parties,” and individually as a “Party.”

1. Effective Date and Commencement of Services Date. This Agreement will be effective as of the date signed by both Parties (“Effective Date”). The term of the Agreement will be for the 2024 to 2025 school year, (ESY included-if applicable), from August 21, 2024, to June 5, 2025 (“School Year”). The services described herein will commence on August 21, 2024, or otherwise indicated by the School District.

2. Client Services and Fees. ABASS agrees to provide to School District the following consultation services (“Client Services”), at the following rates, including High Intensity (HI) rates for BCBA¹ and RBT²:

- BCBA** \$117.83 per hour
- BCBA HI** \$118.97 per hour
- LBS³** \$91.05 per hour
- RBT⁴** \$53.56 per hour*
- RBT HI** \$54.08*
- IA⁵** \$47.13 per hour
- FBA⁶** \$133.90 per hour - up to 25 hours

Services as provided by this Agreement include, but are not limited to, observations, data collection, staff training, meeting with school personnel, and preparation of reports as requested by School District.

A Parent, Legal Guardian, and/or School District Personnel must be present during all Client Services sessions.

3. Responsibilities of ABASS. ABASS will provide School District a copy of current clearances (Act 34, Act 151, and Act 114) and Mandated Reporter Certificate of completion for all ABASS staff

¹ Board Certified Behavior Analyst.

² Registered Behavior Technician or a professional who has completed the required coursework as approved by the Behavior Analyst Certification Board (BACB).

³ Licensed Behavior Specialist.

⁴ Registered Behavior Technician.

⁵ Instructional Assistant.

⁶ Functional Behavioral Assessment.



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performing the above services. Additionally, upon request by the School District, ABASS will provide proof of workers compensation insurance and liability insurance coverage.

4. Service Providers. School District agrees to utilize in a non-joint employment relationship, to the extent required by applicable state law, certain of ABASS’s employees (hereafter referred to as “Service Providers”) who will be on the payroll of ABASS to perform client services as outlined in Paragraph 2 of this Agreement. To the extent that the School District and/or a Parent or Legal Guardian requests replacement of or preference for a Service Provider, ABASS shall consider the request, but ABASS shall have the sole authority to determine whether to accept the preference or discontinue the services.

It is expressly understood and agreed that Service Providers are exclusively employed by ABASS, and there is no employment relationship between Service Providers and School District. It is further agreed that because Service Providers are not employed by the School District, the School District does not have any obligation or responsibility for the payment of unemployment compensation or state or federal withholding taxes with respect to the Service Providers, including, but not limited to the taxes levied or contributions required by the Federal Insurance Contributions Act (FICA), the withholding provisions of the Internal Revenue Code, or any state or local ordinance, the Social Security Act, the Federal Unemployment Insurance Act and Worker’s Compensation.

5. Timing of Service Payment. ABASS will provide the School District with an invoice by the 10th of each month, dated with itemization of all costs. Failure to provide an invoice by the 10th of the month does not negate the School District’s requirement to provide payment upon presentation of an invoice for services rendered. Payment will be received within 45 days from the invoice date.

ABASS is responsible for submission of invoices for services provided by the Service Providers and distribution of payment to Service Providers.

6. Personal Protective Equipment. If protective equipment (PPE) is needed in order to maintain safety of staff and/or student: For Non-Emergent Needs: School District will be notified by ABASS of protective equipment needs and School District will purchase item(s). For Emergent Needs: School District will be notified by ABASS, ABASS will purchase item(s) and include receipt on monthly invoice to be reimbursed by School District. Total cost of PPE reimbursement will be approved in writing by the School District, prior to invoicing by ABASS.

7. Payment for Court-Related Services. In addition to costs set forth in Paragraph 2, the School District shall provide payment to ABASS for all work performed by ABASS, or its employees, related to any court-related matters. In this regard, ABASS shall be paid at a rate of \$100 per hour for all preparation time, document review, and time spent in court proceedings (which includes, but may not be limited to, any depositions, hearings, or trials) to the extent ABASS, or its employees, are required to testify at the request of the School District, by court order, or by other valid legal procedure, including



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subpoena. The time set forth in this section shall not be included in the hours set forth in Paragraph 2 regarding Client Services.

8. High Intensity Cases. School District further agrees to provide payment of any additional costs and fees necessary to provide Client Services for high intensity cases. Any such time spent on high intensity cases shall not be included in the hours set forth in the Client Services. ABASS shall notify School District in the event it anticipates additional costs will be incurred for a high intensity case.

9. Indemnification. ABASS shall hold harmless and indemnify the School District for claims against the School District by any party as a result of these activities of ABASS's employee(s), including, but not limited to, Service Providers, rendering any Client Services. ABASS, including its employees, are not entitled to any benefits or protections provided to School District employees. School District shall indemnify and hold ABASS harmless from any and all claims, causes of action, liabilities, expenses (including court costs, attorneys' fees, paralegal fees, expert witness fees, accounting fees, and other legal expenses) and suits, of whatsoever kind or nature, whether in law or in equity, which may be asserted against or incurred by them, or any of them (regardless of whether litigation is actually commenced), and which may result in whole or in any material part from the acts or omissions of the School District, its agents or employees, except to the extent judicially determined to have resulted primarily from the bad faith, gross negligence or intentional misconduct of ABASS or its employees.

10. No Solicitation. The School District agrees that for a period of twelve (12) months after the termination of this Agreement, it shall not either directly or indirectly, for the School District or for any third party, solicit, induce, or recruit another person in the employ of ABASS in any capacity to terminate his/her employment or engagement with ABASS. To the extent the School District desires to employ any employee of ABASS directly in violation of this section, it shall pay to ABASS a fee in an amount equal to the employee's then yearly rate of pay.

11. Governing Law and Waiver of Jury Trial. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania. The Parties recognize and accept that the Court of Common Pleas for Lehigh County, Pennsylvania shall have exclusive jurisdiction and venue for any disputes under this Agreement. The Parties agree to a non-jury trial in the event of any such disputes. Additionally, in the event of a breach of this Agreement, the prevailing Party shall be entitled to an award of reasonable attorneys' fees and costs incurred by it as a result of remedying the breach. No waiver by the Parties hereto of any default or breach of any term, condition, or covenant to this Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

12. Response to Third Party Requests for Information. ABASS and School District agree that they shall not disclose or communicate the terms of this Agreement to any third party without the prior



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written consent of the other Party, except where such disclosure of communication is either required by law or necessary to carry out the objectives of the Agreement.

13. Severability. If any provision of this Agreement or application thereof to anyone or under any circumstances is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provisions or applications of this Agreement that can be given effect without the invalid or unenforceable provisions or applications and shall not invalidate or render unenforceable such provision in any other jurisdiction or under any other circumstance.

I have read and understand the above provisions. I agree to abide by all provisions provided in the services outline. Unless expressly waived or modified in writing, the School District reserves all rights conferred upon it by law, whether express or implied. The Parties agree that nothing in this Agreement shall be interpreted to expand or reduce the School District’s immunity under the Political Subdivision Tort Claims Act, 42 Pa. C.S.A. 8541. Without limiting the foregoing, the School District or the ABASS shall have the right to terminate this Agreement for its convenience or for cause by providing at least thirty (30) days written notice to the other party.

School District Administrator Date

ABA Support Services, LLC Signature Date



Carbon Lehigh Intermediate Unit #21

4210 Independence Drive
Schnecksville, PA 18078-2580

Gregory S. Koons, Ed.D.
Executive Director

Kimberly A. Talipan
Assistant to the Executive Director

610-769-4111
800-223-4821
Fax 610-769-1290
www.cliu.org

 facebook.com/CarbonLehighIntermediateUnit21

 [@CLIU21](https://twitter.com/CLIU21)

 youtube.com/user/CarbonLehigh

CARBON LEHIGH INTERMEDIATE UNIT NON-MEMBER SCHOOL DISTRICT / CHARTER SCHOOL INTERGOVERNMENTAL AGREEMENT FOR SPECIAL EDUCATION SERVICES

This Agreement is made this _____ day of _____, 2024, between _____ and the Carbon Lehigh Intermediate Unit 21 of 4210 Independence Drive, Schnecksville, PA 18078-2580 ("IU"). In consideration of the promises and covenants contained in this agreement, and intending to be legally bound, the parties agree as follows:

1. Responsibilities of the IU

- a. During the 2024-2025 school year, the IU will maintain and operate a program of special education services in accordance with the provisions of the Special Education Plan of the IU, as submitted to the Pennsylvania Department of Education on or about 5/1/2024. Such services shall be provided in accordance with all requirements of state and federal laws.
- b. If through the IU's referral process, a student has been identified as being in need of services provided by the IU and for whom the LEA has issued, or intends to issue, an appropriate Notice of Recommended Educational Placement (NOREP), the IU will determine if it will accept the student into an appropriate IU special education program and provide services.
- c. Students accepted by the IU into an IU special education program, who require related services as per their Individualized Education Program, will receive such services through IU programming and IU authorized personnel only.
- d. School Year Special Education Services
 - i. IU will provide an invoice for Special Education Services in accordance with the following schedule:
 1. February 15th Invoice: one hundred percent (100%) of the Mid-Year Reconciliation of Special Education Costs based on actual student data as of the third Monday in January 2025.
 2. July 31st Invoice/Refund Statement: Final Reconciliation of Costs for Special Education Services based on actual student data as of June 30, 2025. If the Final Reconciliation of Special Education costs exceed the amount(s) previously invoiced by the IU under this Agreement, the IU will include an invoice for the balance owed by the LEA with the Final Reconciliation Statement. If the Final Reconciliation of Special Education costs are less than the amount(s) previously invoiced and paid by the LEA under this Agreement, the IU will refund the overpayment to the LEA by September 1st.

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."

**CARBON LEHIGH INTERMEDIATE UNIT
NON-MEMBER SCHOOL DISTRICT / CHARTER SCHOOL
INTERGOVERNMENTAL AGREEMENT FOR SPECIAL EDUCATION SERVICES**

- e. School Year S.I.T.E.S Programs
 - i. IU will invoice LEA one hundred dollars (\$100) for each day that a client enrolled in a S.I.T.E.S program is absent as defined per the Notice of Assurance.
 - ii. The IU will discharge a client from a S.I.T.E.S program after a client has been absent for ten consecutive days of programming. The date of discharge will be the last date of absence.
 - iii. IU will issue LEA an invoice for client absences on the following schedule:
 - 1. December 15th Invoice: an invoice will be issued for client absence(s) occurring between the first day of school and November 30th.
 - 2. March 15th Invoice: an invoice will be issued for client absence(s) occurring between December 1st and February 28th.
 - 3. July 31st Invoice: an invoice will be issued for client absence(s) occurring between March 1st and June 30th.
 - f. Summer Services (Summer 2025)
 - i. IU will invoice the LEA for Summer Services by September 30, 2025.
 - ii. IU will calculate Summer Services cost based on student membership, regardless of students' attendance, established on the final student enrollment roster which is to be confirmed by the LEA no later than June 1st.
 - iii. If the LEA does not explicitly confirm the student enrollment roster by June 1st, the IU will consider the student enrollment roster verified and final for student membership.
 - iv. Any student who enrolls or withdraws from Summer Services after the June 1st roster will be invoiced for full membership, regardless of the date of enrollment or withdrawal.
 - g. S.I.T.E.S Summer Services
 - i. IU will invoice LEA one hundred dollars (\$100) for each day that a client enrolled in a Summer S.I.T.E.S program is absent.
 - ii. The IU will discharge a client from a S.I.T.E.S program after a client has been absent for ten consecutive days of programming. The date of discharge will be the last date of absence.
 - iii. IU will invoice the LEA for S.I.T.E.S Summer Services by September 30, 2025.
 - h. 1305 and 1306 Billing
 - i. IU will bill the host district for services provided to 1305 or 1306 identified students.
2. Responsibilities of the LEA
- a. LEA will comply with the IU's student referral process including providing or completing all required student documentation for student enrollment into an IU program or service.
 - b. LEA agrees that it will only utilize IU authorized personnel for related services for students accepted into an IU special education program who require such related services as per their IEP.
 - c. LEA agrees to pay the IU for all programs and services as invoiced per the above schedule.
 - d. LEA agrees to pay each IU invoice within 90 days of the date the invoice was sent to LEA.
 - e. LEA agrees it may be subject to a one and a half percent (1.5%) interest fee on invoiced amount(s) not paid within 90 days of the date the invoice was sent to the LEA.
 - f. LEA agrees that it will not challenge an invoice due to data accuracy after 30 calendar days following the issuance of the final reconciliation statement issued by July 31, 2025.

**CARBON LEHIGH INTERMEDIATE UNIT
NON-MEMBER SCHOOL DISTRICT / CHARTER SCHOOL
INTERGOVERNMENTAL AGREEMENT FOR SPECIAL EDUCATION SERVICES**

- g. LEA agrees to pay one hundred dollars (\$100) for each day that a client enrolled in a S.I.T.E.S program or a Summer S.I.T.E.S program is absent or in attendance for less than 3 hours.
- h. LEA will confirm the final student enrollment roster for all Summer Services no later than June 1st. If the LEA does not explicitly confirm the student enrollment roster by June 1st, the IU will consider the student enrollment roster verified and final for student membership.
 - i. Any student who enrolls or withdraws from Summer Services after the June 1st roster will be invoiced for full membership, regardless of the date of enrollment or withdrawal.
- 3. LEA agrees to indemnify and hold harmless IU and its officers, agents and employees against all liability, losses and costs imposed on IU, including attorney fees, attributable to acts or omissions of LEA arising out of the conduct and/or responsibilities to be carried out by LEA under this agreement with the understanding that nothing herein shall be construed to waive the immunities or expand the limitations on liability granted to LEA under state law. IU agrees to indemnify and hold harmless LEA and its officers, agents and employees against all liability, losses and costs, imposed on LEA, including attorney fees, attributable to acts or omissions of IU arising out of the conduct and/or responsibilities to be carried out by IU under this agreement with the understanding that nothing herein shall be construed to waive the immunities or expand the limitations on liability granted to IU under state law.
- 4. Nothing in this agreement should be construed as the Carbon Lehigh Intermediate Unit assuming or acting as the Local Education Agency ("LEA") representative or otherwise to render Carbon Lehigh Intermediate Unit the LEA under state or federal law for any student placed hereunder. This agreement shall not establish an interest in any third party, including any parent or child, to any claim against Carbon Lehigh Intermediate Unit that would not otherwise exist under applicable law.

LEA: _____

By: _____

Printed/Typed Name: _____
Superintendent/Charter School CEO

Date: _____

Carbon Lehigh Intermediate Unit #21

By: _____
Dr. Gregory S. Koons, Executive Director

Date: _____