

STATE MANDATES CHECKLIST

This checklist is organized first by subject: Training / Drills, Personnel, Reporting, and Policies. It is further delineated by Audience, illustrated by the gold bar on each page. References to the full State Mandates document can be found in the last column.

TRAINING / DRILLS

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p>SCHOOL SAFETY & SECURITY Training must address situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness, threat assessment, and emergency training drills.</p>	ALL EMPLOYEES	3 Hours Every 5 Years	Within 5 Years of Service	Page 5
<p>CHILD ABUSE RECOGNITION & REPORTING Schools must provide training on recognizing and reporting child abuse to all employees who have direct contact with children.</p>	ALL EMPLOYEES	3 Hours Every 5 Years	Within 5 Years of Service	Page 9
<p>CPR TRAINING School entities must offer a CPR training course on school premises at least once every three years.</p>	ALL EMPLOYEES	Once Every 3 Years	Within 3 years	Page 14
<p>FIRE DRILLS In each school building, fire drills must be conducted at least once per month. Pupils and teachers are to receive instruction and become familiar with the use of fire-escapes, appliances, and exits.</p>	ALL STAFF & STUDENTS	Monthly	While School is in Session	Page 6
<p>SCHOOL SECURITY DRILLS A school security drill must be conducted in each school building within 90 days of the commencement date of the school year, on a day when school is in session and students are present. Schools must notify parents, guardians, local law enforcement, and the local emergency management agency prior to the drill.</p>	ALL STAFF & STUDENTS	Annually	Within the First 90 Days of Class	Page 6
<p>BUS EVACUATION DRILLS All school entities using or contracting for school buses must conduct two bus evacuation drills during the school year, one during the first week of class and one during the month of March.</p>	ALL STAFF & STUDENTS	Semi-Annually	Within First Week of Class March	Page 6
<p>NEWLY-ELECTED SCHOOL DIRECTOR TRAINING Newly-elected or appointed school directors are required to complete a training program from the Pennsylvania Department of Education where they will receive a minimum of five hours of instruction.</p>	SCHOOL DIRECTORS	5 Hours of Training After Election	During First Year of First Term	Page 9
<p>TRAINING FOR REELECTED SCHOOL DIRECTORS School directors must complete an advanced, three-hour training program within one year of reelection or reappointment.</p>	SCHOOL DIRECTORS	3 Hours of Training After Each Reelection	Within One Year of Each Reelection or Reappointment	Page 9

TRAINING / DRILLS

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p>PENNSYLVANIA INSPIRED LEADERSHIP (PIL) All school and system leaders (principals, assistant/vice principals, superintendents, assistant superintendents, and directors of vocational schools) must complete 180 hours of Act 45 / PIL continuing professional education every five years.</p>	ADMINISTRATORS	180 Hours Every 5 Years	Within 5 Years of Service	Page 9
<p>ACT 48 OF 1999 All professional education staff must complete 180 hours of Act 48 approved professional development every five years.</p>	PROFESSIONAL STAFF	180 Hours Every 5 Years	Within 5 Years of Service	Page 9
<p>TRAUMA-INFORMED APPROACHES The professional education plan of each school entity must include a minimum of one hour of required training in trauma-informed approaches.</p>	PROFESSIONAL STAFF	1 Hour	N/A	Page 10
<p>YOUTH SUICIDE AWARENESS AND PREVENTION School districts are required to provide four hours of training in youth suicide awareness and prevention every five years for professional educators in school buildings serving students in grades 6-12.</p>	PROFESSIONAL STAFF	4 Hours Every 5 Years	Within 5 Years	Page 10
<p>DIABETES CARE An identified employee who is not a medical professional – designated by the school nurse – may be authorized in a student's IEP or service agreement to administer diabetes medications, use diabetes monitoring equipment, and provide other diabetes care only if the employee completes the annual education models set forth by the Department of Health.</p>	DESIGNATED EMPLOYEES ONLY	Annually	Prior to Designation	Page 11

PERSONNEL

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p>SCHOOL SAFETY AND SECURITY COORDINATOR Each school entity must have a school safety and security coordinator appointed by the chief administrator.</p>	SCHOOL DISTRICTS	N/A	N/A	Page 4
<p>THREAT ASSESSMENT TEAMS School districts must establish at least one team for the assessment and intervention of students whose behavior indicates they are a potential threat to themselves or others.</p>	SCHOOL DISTRICTS	At All Times	Start of 2021- 2022 School Year	Page 6

REPORTING

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p>FINANCIAL REPORTS School districts must submit an Annual Financial Report (AFR) to the Secretary of Education before October 31 each year.</p>	FINANCE	Annually	October 31	Page 1
<p>ACT 1 REPORTING School districts seeking to increase taxes must submit information to the Department of Education no later than 85 days prior to the date of the election immediately prior to the beginning of the fiscal year so PDE can evaluate the budget and inform the district whether the proposed tax is less than, equal to, or above the district's Act 1 Index.</p>	FINANCE	Annually	85 Days Prior to Date of Primary Election	Page 35
<p>STATE REPORT CARDS / PIMs To comply with federal legislation, school districts are required to report information that includes student achievement on state academic tests, indicators used to determine adequate yearly progress, graduation rates, professional qualifications of teachers, and more.</p>	STUDENT AND SCHOOL SUCCESS	Annually	Varies	Page 1
<p>DROP-OUT DATA COLLECTION The Public School Code requires that school districts report graduation and drop-out data to the Department of Education annually.</p>	STUDENT AND SCHOOL SUCCESS	Annually	N/A	Page 3
<p>SAFE SCHOOLS School districts are required to report by July 31 of each year all new incidents involving acts of violence; possession of a weapon; possession, sale, or use of a controlled substance; and possession, sale, or use of alcohol and tobacco by any person on school property.</p>	SAFETY & SECURITY	Annually	July 31	Page 4
<p>AEDs Any school building that has automatic external defibrillators (AEDs) on their property must report by June 30 to the Department of Education the number, condition, age, and placement of the devices.</p>	SAFETY & SECURITY	Annually	June 30	Page 14
<p>SCHOOL SAFETY AND SECURITY COORDINATOR The appointed School Safety and Security Coordinator must make an annual report to the school board of directors by June 30 of each year.</p>	SAFETY & SECURITY	Annually	June 30	Page 4

POLICIES

Mandate / How Accomplished	Audience	Frequency	Due Date	Reference
<p>PUBLICATION OF POLICIES ON WEBSITE A school district must publish copies of policies and regulations on the district's public website.</p>	GENERAL	At All Times	N/A	Page 2
<p>PROFESSIONAL EDUCATION PLAN School districts must submit a professional education plan to the Pennsylvania Department of Education for approval every three years. The plan must be made available for public inspection and comment at least 28 days prior to approval by the school board of directors.</p>	GENERAL	Every 3 Years	N/A	Page 36
<p>SPECIAL EDUCATION PLAN Each school district must develop and implement a special education plan and submit it to the Department of Education every three years. It must be made available for public inspection and comment for a minimum of 28 days prior to the approval of the plan by the board of directors and submission of the plan to the Department.</p>	SPECIAL EDUCATION	Every 3 Years	N/A	Page 15
<p>GIFTED EDUCATION PLAN Each school district must develop and implement a gifted education plan and submit it to the Department of Education every six years. It must be made available for public inspection and comment for a minimum of 28 days prior to the approval of the plan by the board of directors and submission of the plan to the Department.</p>	SPECIAL EDUCATION	Every 6 Years	N/A	Page 27
<p>YOUTH SUICIDE Each school district must have a policy for youth suicide awareness and prevention. The policy must be available to parents and posted on the district's public website.</p>	SCHOOL SAFETY & SECURITY	At All Times	N/A	Page 3
<p>ALL HAZARDS PLAN Each school district must have a comprehensive disaster response and emergency preparedness plan. The plan must be reviewed annually, and distributed to county government and local emergency responders. Additional information must be assembled and made ready at the Incident Command Post prior to September 30 of each year.</p>	SCHOOL SAFETY & SECURITY	Annually	September 30	Page 4
<p>ANTI-BULLYING Each school district must have an anti-bullying policy as part of the school code of conduct and made visible in locations within the school and on the district's public website. It must be reviewed and submitted to the Department of Education every three years.</p>	SCHOOL SAFETY & SECURITY	Every 3 Years	N/A	Page 4
<p>SAFE2SAY SOMETHING Each school district must have procedures in place for responding to reports received from the Safe2Say Something program.</p>	SCHOOL SAFETY & SECURITY	At All Times	N/A	Page 5