

OCTORARA AREA SCHOOL DISTRICT REORGANIZATION MEETING

December 5, 2022 – 7:00 p.m.

Jr./Sr. High School Multi-Purpose Room

AGENDA

1. **Opening Exercises – Dr. Orner**
 - A. Moment of Silence
 - B. Pledge of Allegiance to the Flag
2. **Call To Order – Dr. Orner**
 - A. Roll Call
 - B. Asks for nominations for Temporary President
(*Only a hold-over member can act as temporary president.*)
 - C. Conducts election of Temporary President
 - D. Turns over Chair to Temporary President

3. **Temporary President**

- A. Reads the list of hold-over Directors into the minutes:

Director	Region	Term Exp.
Brian Norris	Region 1	2023
Lisa Yelovich	Region 1	2023
Anthony Falgiatore	Region 1	2023
Lisa Bowman	Region 2	2023
Samuel Ganow	Region 2	2025
Jere Zimmerman	Region 2	2025
Brian Fox	Region 3	2023
R. Matthew Hurley	Region 3	2025
Charles Koennecker, Jr	Region 3	2025

Region 1: Atglen Borough
 Borough of Christiana (Lancaster County)
 Parkesburg (North)
 West Sadsbury Township

Region 2: Sadsbury Township (Lancaster County)
 West Fallowfield Township

Region 3: Highland Township
 Londonderry Township
 Parkesburg (South)

- B. Ask for nominations for Board President.
 - C. Conducts election of Board President.
 - D. Turns over Chair to elected Board President.

4. **President**
 - A. Asks for nominations for Vice-President.
 - B. Conducts election of Vice-President.
5. **Board President Makes The Following Appointments:**
 - A. Representative to the Lancaster County Tax Collection Bureau for the Calendar Year 2023
 - B. Alternative Representative to the Lancaster County Tax Collection Bureau for the Calendar Year 2023
 - C. Representative to the Chester County Tax Collection Bureau for the Calendar Year 2023
 - D. Alternative Representative to the Chester County Tax Collection Bureau for the Calendar Year 2023
 - E. Legislative Committee Representative for the Calendar Year 2023
 - F. I.U./C.A.T. Board Representative (Brian Norris - Term Expires 2023)
 - G. Personnel Committee
 - H. Facilities Committee
 - I. Policy Committee
 - J. Finance Committee
 - K. Representative to the Chester County School Authority (Term Expires 2026 - Brian Norris)
 - L. Education Committee
6. **Resolution Regarding Meeting Times**

That in conformance with Act 175 (1974) PA Legislature, the Octorara Area Board of School Directors will meet in Regular Session in the Jr./Sr. High School on the third Monday of each month at 7:00 p.m. and that the Board Work Sessions, open to the public, will normally be held the second Monday of each month at 7:00 p.m. in the Jr./Sr. High School (there is no Work Session scheduled for July). Executive Sessions will be scheduled before and/or following each Regular and Work Session Meeting. The annual Reorganization Meeting will be held on December 4, 2023 at 7:00 p.m. followed by the December Work Session. The December 2023 Regular Monthly Public Board Meeting will be held on December 11, 2023 at 7:00 p.m.
7. **Adjourn**

OCTORARA AREA SCHOOL DISTRICT

WORK SESSION

**December 5, 2022– Immediately Following the Reorganization Meeting
Jr./Sr. High School Multi-Purpose Room/Zoom**

DISCUSSION GUIDE

1. Presentations
2. Visitors' Comments - Agenda Items Only
3. Information Items
 - A. NCEE SDB Update
 - B. Scott Conaghan will transfer from a social studies teacher in the Jr./Sr. High School to a long-term substitute guidance counselor at the Jr./Sr. High School from approximately December 5, 2022 through March 6, 2023. (Replacing Kate Dill who will be on child rearing leave.)
4. Presentation of Agenda Items for the December 12, 2022 Regular Monthly Public Meeting:
 - A. That the Octorara Board of School Directors approve the following policy, first reading:
916 Volunteers
 - B. That the Octorara Board of School Directors approve the following policies, second reading:
236.1 Threat Assessment
805 Emergency Preparedness and Response
805.2 School Security Personnel
808 Food Services
 - C. That the Octorara Board of School Directors approve the request to hold a Youth Wrestling Meet beginning at 9:00 a.m. on Sunday, January 22, 2023 due to time constraints for the opposing teams.

Resignation Approvals:

- D. That the Octorara Board of School Directors accept the resignation of Ms. Andrea Green as an instructional assistant at the Octorara Elementary School effective November 13, 2022. (Approved at the November 21, 2022 Board Meeting. Miss Green was employed 11/7-11/11/2022.)

Hiring Approvals:

- E. That the Octorara Board of School Directors approve Ms. Meghan Thomas as a long-term substitute math teacher at the Octorara Jr./Sr. High School effective November 29, 2022 through the end of the 2022-2023 school year pending completion of employee related documents required by law and the District. Ms. Thomas' salary will be \$54,416, pro-rated which is Step 18 to MAX of the Bachelor's scale. (Replacing a medical leave.)
- F. That the Octorara Board of School Directors approve Mr. Robert Smith as a long-term substitute social studies teacher at the Octorara Jr./Sr. High School effective

approximately December 5, 2022 through March 6, 2023. Mr. Smith's rate will be \$150 per day. (Mr. Smith is an approved substitute and is replacing Scott Conaghan who transferred.)

- G. That the Octorara Board of School Directors approve the transfer of Ms. Margaret Lee from cafeteria employee to cafeteria site leader at the Octorara Elementary School effective November 21, 2022. Ms. Lee's rate will be \$16.35 per hour for five hours per day.
- H. That the Octorara Board of School Directors approve Ms. Kelly Burk as a volunteer swim coach for Monica McGinley who is an independent swimmer at PIAA events in the Lancaster Lebanon League.
- I. That the Octorara Board of School Directors approve the following supplemental contracts for the 2022-2023 school year:

Jennifer Hoskins	Mentor for Meghan Thomas	1.3 pts @ \$620	\$811.27
Elijah Robinson	Jr High Girls' Basketball Coach	4 pts @ \$620	\$2,480
- J. That the Octorara Board of School Directors approve the following change in salary due to graduate credits earned:

Ryan Novak	From M (\$59,926) to M+15 (\$65,049)	Step 16 to MAX
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- K. That the Octorara Board of School Directors approve a sabbatical leave for Ms. Kelly Holub for the second semester of the 2022-2023 school year. (Ms. Holub is a reading specialist at the Octorara Jr./Sr. High School.)

- 5. Policy Committee Report
- 6. Facility Committee Report
- 7. Other Items/Concerns
- 8. Visitors' Comments – General
- 9. Administrator Comments/Announcements
- 10. Board Comments
- 11. Adjournment

Policy Committee Meeting – Monday, December 5, 2022 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Facility Committee Meeting – Monday, December 5, 2022 – 6:30 p.m. in the Jr. High School Multi-Purpose Room

Executive Session for Personnel – Monday, December 5, 2022 – following the Work Session in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, December 12, 2022 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, December 12, 2022 – 7:00 p.m. in the Jr. High School Multi-Purpose Room/Zoom



Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	First Reading
Adopted	July 18, 2022

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, gender, gender 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 district 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 district employee.[10]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with the district 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, overnight field trip chaperones, tutors, coaches, activity advisor, ~~recess or library aides~~, etc.
2. **Guest Non-Position Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a district administrator, a teacher or other member of the district staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, day field trip chaperones, district assemblies, or district 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 non-position volunteers shall be submitted for approval by the Superintendent or designee. No volunteer shall begin a position until approved by the Superintendent or designee. Position volunteers shall be approved by the Board.

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~~ twelve (~~60~~ 12) months old.
[10]
2. PA State Police Criminal History Record Information - which must be less than ~~sixty~~ twelve (~~60~~ 12) 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 district 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 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 district administrator, teacher or other member of district staff.

Volunteer Role

The role of a volunteer is to assist. Volunteers may not assume instruction responsibilities of district employees but will work under the direction of district employees providing help and support or enriching activities. Volunteers shall not administer tests to students.

Except in an emergency situation, volunteers shall not be involved in student discipline or administration of first aid.

Except as authorized in advance by the appropriate administrator, and in compliance with applicable Board policies for vehicle use, volunteers are not permitted to operate a motor vehicle owned by or under the control of the district, or to transport a student to or from a district sponsored activity in a privately owned motor vehicle other than a student to whom the volunteer is the student's parent, stepparent, foster parent, legal guardian, or close family relative (sibling, grandparent, aunt or uncle.)

Volunteer shall follow all applicable administrative regulations established pursuant to this policy and all other rules, regulations, procedures, and guidelines concerning the conduct of the district professional and paraprofessional staff. However, such rules, regulations, procedures and guidelines shall not expand the responsibility or authority of volunteers as set forth in this policy.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for district 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

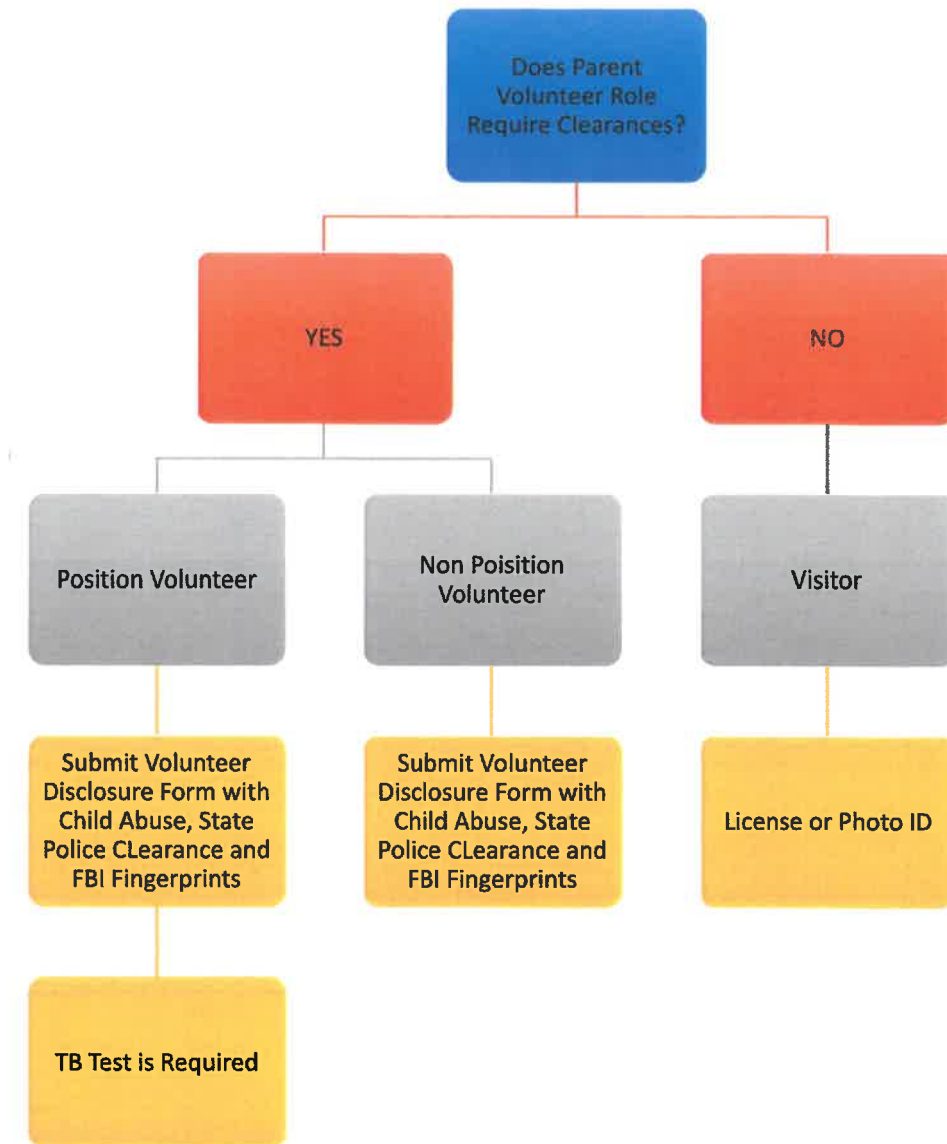
No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information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

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.

Legal

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
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606



Position Volunteer

- Position Volunteer – An adult applying for or holding an unpaid position with the district or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Example: Tutors, Coaches, Activity Advisors

Non - Position Volunteer

- Any individual who voluntarily provides services to the School District without compensation on a routine/repetitive basis, and who will work directly under the supervision and direction of a teacher or administrator employed by the district and does not apply direct services to the children or have unsupervised contact with students.
- Examples: Assist in classroom celebrations, collecting tickets at events, working concession stands, day chaperones and homeroom parents.

Visitor

- A visitor is defined as an adult 18 years or older, parent/guardian, adult resident, educator, official or other individual who is not a district employee or independent contractor, and who visits a school or attends or participates in a single event completed in one to two days and does not have unsupervised contact with students.
- Examples: Spring Fair, Field Day, District Assemblies, and Guest Reader.

Volunteer Documentation Checklist

Please use the checklist below as a guide for the proper documentation.

_____ Act 34 State Police Criminal Record Check

_____ Act 151 PA Child Abuse History Clearance

_____ Act 114 FBI Criminal History Clearance (If lived in PA less than 10 years).

_____ Volunteer Disclosure Form

Links to Clearance Information

Volunteers: Mandatory Clearances Pennsylvania State Child Protective Service law requires that all volunteers, who come into contact with or are responsible for children, submit the following clearances every 60 months:

1. PA State Police Criminal Record Check
 - Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. There is no fee for volunteers.
 2. PA Department Human Services Child Abuse History Clearance
 - Can be obtained online at <https://www.compass.state.pa.us/CWIS> with results usually within 14 days. There is no fee for volunteers.
 3. Federal Criminal Background Check:
 - Go to www.pa.cogentid.com to schedule an appointment and pay for the background check.
- Clearance Renewal Requirements All required clearances, including FBI, must be renewed every five years (60 months). Volunteers who have been a resident of Pennsylvania for fewer than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania.

Clearances that were completed for your employer or another organization where you volunteer may be submitted if within one year (12 months) of date your event with Octorara Area School District. Please submit copies of all clearances to the school office upon receipt. No parent will be permitted to volunteer in the school in any capacity without the proper clearances and paperwork on file at the school. Please understand that we are not trying to deter parents from being involved in the school life of their child, rather, we are abiding by the law and helping to create a safe environment for our students.



OCTORARA AREA SCHOOL DISTRICT
228 Highland Road, Suite 1, Atglen, PA 19310

VOLUNTEER DISCLOSURE FORM

Required by SD Policies 916 (Volunteers); 806 (Child Abuse); 818 (Contracted Services);
[819 (Background Checks) This form supplements PDE-6004 Arrest/Conviction Report and Certification Form.

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

School Building _____ Name of Child or Children _____

Description of volunteer or chaperone assignment _____

Choose One Box ☐ If box is checked, I swear and affirm that I **have been a resident of Pennsylvania** during the entirety of the previous ten (10) years.

☐ If box is checked, I swear and affirm that I **have been a resident for less than 10 years** and I understand I must submit my FBI Clearance before I can Volunteer. **FBI Clearance NOT NEEDED for Visitor.**

☐ If box is checked, I swear/affirm that I have **not** been named as a perpetrator of a founded report of child abuse or have been named as the individual responsible for injury or abuse in a founded report for school employee.

☐ If box is checked, I swear/affirm that I have **not** been convicted of one or more of the following crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state within the preceding five years:

Chapter 2 5 (relating to criminal homicide). Section 2702 (relating to aggravated assault).

Section 2709 (relating to harassment). Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint). Section 3121 (relating to rape).

Section 3122 (relating to statutory rape).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4303 (relating to concealing death of child born out of wedlock).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under Section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

Any offense designated as a felony under the act of April 14, 1972, (P.L.233, No. 64), known as "The Controlled Substance Drug, Device and Cosmetic Act."

I understand that in the event that I am charged, arrested, or convicted for any of the above stated offenses or if I am listed as a perpetrator of a founded report of child abuse, I must notify the District's Department of Human Relations within 72 hours.

☐ I have read and acknowledge Octorara's School Board Policy No. 916/Volunteers and Policy no. 806 Child Abuse.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Print Name _____ Signature _____

Witness _____ Date. _____

Emergency Information

IN CASE OF AN ACCIDENT OR ILLNESS PLEASE CALL

_____	_____	_____
Name	Relationship	Phone

_____	_____	_____
Name	Relationship	Phone

Family Doctor _____ Phone _____

List any special medical problem or allergy to medications



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1
Status	Second Reading

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the **school district** 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 district** employees, **school district** 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 district** employees, **school district** 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 district** employees, **school district** 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.

{x} 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.

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.[\[4\]](#)

{x} school security personnel.[\[5\]](#)

{ } law enforcement agency representatives.

{x} behavioral health professionals.

{ } members of the Safe2Say Something crisis team.[\[6\]](#)

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[\[7\]](#)

{x} juvenile probation professionals.

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

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

Guidelines

Training

The

{x} Superintendent or designee

{ } School Safety and Security Coordinator

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. {x} Student Assistance Program process.[4]
6. {x} Youth suicide awareness, prevention and response.[7]
7. {x} Trauma-informed approach.[12]
8. {x} Safe2Say Something procedures.[6]
9. {x} Multi-tiered systems of support.
10. {x} Positive Behavioral Intervention and Support.

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

Information for Students, Parents/Guardians and Staff

The district shall **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 district** employees, **school district** 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 district** employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, **school district** employees, **school district** 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 district** 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 district staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, **school district** employees, other individuals, **school district** 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 district** employees, **school district** 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 district** employees, **school district** 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 district** 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. {x} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {x} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {x} Conducting searches of lockers, storage spaces, and other possessions on **school district** property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. {x} 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. {x} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28]

[29][30]

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

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

When assessment of a student's behavior determines that it is not a threat to the student, other students, ~~school~~ district employees, ~~school~~ district 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~~ district employees, ~~school~~ district 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~~ district 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 district** property, at any **school district**-sponsored activity or on a conveyance providing transportation to or from a school or **school district**-sponsored activity to the local police department that has jurisdiction over the **school's district'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 district** property, at any **school district**-sponsored activity or on a conveyance providing transportation to or from a school or **school district**-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 district** 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.

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

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and **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

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



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	Second Reading
Adopted	November 15, 2021

Purpose

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

Authority

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

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

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

Definitions

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

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

Delegation of Responsibility

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

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

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[\[5\]](#)

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property.[\[4\]](#)[\[8\]](#)[\[9\]](#)

The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[\[7\]](#)[\[10\]](#)

Guidelines

Emergency Planning

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

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

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

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

Continuity of Student Learning/Core Operations

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

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

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

1. Web-based instruction.
2. Mailed lessons and assignments.
3. Instruction via local television or radio stations.

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

Education and Training

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

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[19][20]

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

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:

a. Situational awareness.

b. Trauma-informed approaches.[23][24]

c. Behavioral health awareness.

d. Suicide and bullying awareness.[25][26]

e. Substance use awareness.[27][28]

2. One (1) hour of training in the following areas shall be completed each year:

a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[29]

b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, district employees, **other individuals**, district facilities, or the community ~~or others~~. This training may be conducted in person or virtually.[30][31]

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

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.

Required Drills

Emergency Preparedness Drill -

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

Fire Drills -

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

School Security Drills -

The Board directs each district school to conduct a school security drill within **ninety thirty (90 30)** days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee may conduct additional school security drills in district schools after the first **ninety thirty (90 30)** days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The Superintendent or designee shall:[\[5\]](#)

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

Bus Evacuation Drills -

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

Safe2Say Something Program

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

Legal

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 520.1
15. 24 P.S. 1501

16. 24 P.S. 1506
17. 22 PA Code 11.2
18. Pol. 803
19. Pol. 203
20. Pol. 203.1
21. 24 P.S. 102
22. 24 P.S. 1310-B
23. Pol. 333
24. Pol. 146.1
25. Pol. 249
26. Pol. 819
27. Pol. 227
28. Pol. 351
29. Pol. 805
30. 24 P.S. 1302-E
31. Pol. 236.1
32. 75 Pa. C.S.A. 4552
33. 24 P.S. 1303-D
24 P.S. 1205.7
20 U.S.C. 7112
20 U.S.C. 7118
20 U.S.C. 7801
Pol. 146
Pol. 236
Pol. 709
Pol. 810
Pol. 909



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	Second Reading
Adopted	November 15, 2021

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.
[1]

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.
[1]

Third-party vendor - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.
[1]

Delegation of Responsibility

The Superintendent shall appoint a district administrator to serve as the School Safety and Security Coordinator, in accordance with law. **When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another district administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.**
[2]

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:
[2]

1. Oversee all school security guards.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.

3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance abuse use awareness, ~~and~~ emergency procedures and training drills, ~~including fire, natural disaster, active shooter, hostage situation and bomb threat~~ and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, district employees, other individuals, district facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9]
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[10][11]
7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements, and respond to School Safety and Security surveys, as applicable.[8][12]

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for district administrators.

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][13]

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

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[10][11]
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[8]
3. Information on required school safety and security training and resources provided to students and staff.
4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[14]
6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[15]

8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[\[2\]](#)

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

Guidelines

School Security Guards

The district shall contract for one or more school security guards, in accordance with the provisions of law.[\[1\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to the district for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the district property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.[\[1\]](#)[\[16\]](#)[\[18\]](#)[\[19\]](#)

Background Checks -

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[\[17\]](#)[\[18\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[\[24\]](#)[\[25\]](#)

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[\[26\]](#)[\[27\]](#)

Requirements -

School security guards shall provide the following services, as directed by the district:[\[16\]](#)

1. School safety support services.
2. Enhanced campus supervision.

3. Assistance with disruptive students.
4. Monitoring visitors on campus.[28]
5. Coordination with law enforcement officials.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[16]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[16]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[25][29]

Legal

1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. 24 P.S. 1302-E
11. Pol. 236.1
12. 24 P.S. 1305-B
13. Pol. 006
14. Pol. 235.1
15. Pol. 805.1
16. 24 P.S. 1314-C
17. Pol. 304
18. Pol. 818
19. 24 P.S. 1311-C
20. 24 P.S. 111
21. 24 P.S. 111.1
22. 23 Pa. C.S.A. 6344
23. 23 Pa. C.S.A. 6344.3
24. 37 PA Code 241.5
25. 44 Pa. C.S.A. 7301 et seq
26. 37 PA Code 241.6
27. 44 Pa. C.S.A. 7310
28. Pol. 907
29. 37 PA Code 241.1 et seq

22 PA Code 27.1 et seq

24 P.S. 1302-C

24 P.S. 1303-C

24 P.S. 1304-C

24 P.S. 1305-C

24 P.S. 1306-C

24 P.S. 1307-C

24 P.S. 1309-C

24 P.S. 1310-C

24 P.S. 1313-C

22 PA Code 10.23

22 PA Code 14.104

22 PA Code 14.133

42 Pa. C.S.A. 8953

53 Pa. C.S.A. 2301 et seq

Pol. 113.2

Pol. 705

Pol. 709

Pol. 909



Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	Second Reading
Adopted	December 13, 2021

Purpose

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

Authority

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

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

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

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

Delegation of Responsibility

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

The Food Service Director shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent, and the auditor annually.[\[3\]](#)[\[4\]](#)

The Food Service Director shall ensure that district meals meet the standards required by the School Breakfast Program and the National School Lunch Program.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

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

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

Guidelines

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

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

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

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[4\]](#)

Free/Reduced-Price District Meals

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

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free district meal benefits without the need for submission of a household application. Direct certification shall be conducted:[\[20\]](#)[\[21\]](#)

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

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

Accommodating Students With Special Dietary Needs

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

District Meal Service and Accounts

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

1. Assign individual district meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

2. Notify parents/guardians when the student's district meal account reaches a low balance.
3. Notify parents/guardians when the student's district meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a district food program meal to each student who does not have the money to pay for the district food program meal or who has a negative balance in his/her district meal account, except as provided below or when the student's parent/guardian has specifically provided written notice to the district to withhold a district food program meal.[\[3\]](#)
~~If a student is not eligible for free or reduced-price district meals under federal school meal programs and the student's district meal account reaches a negative balance of more than fifty dollars (\$50) in a school year, the district may provide the student with alternative meals instead of district food program meals until the unpaid balance in the student's district meal account is paid or a payment plan has been established with the district to reduce the unpaid balance.~~[\[3\]](#)

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

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

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

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

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

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

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

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

Collection of Unpaid Meal Charges

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

Procurement

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

Professional Standards for Food Service Personnel

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

District Food Safety Inspections

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

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

District Food Safety Program

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

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

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103