

# **BOARD MEETING**

**6 PM**

**High School Cafeteria**

Please enter through the  
rear of the high school.



**July 12, 2021**

6:00 P.M.  
H.S. Cafeteria

**Mr. Nathan Miller**  
President  
Region I

**Mr. Nicholas Fiorini**  
Vice President  
Region III

**Mrs. Cathy Bachman**  
Treasurer  
Region III

**Mrs. Airneezer Bingham**  
Region I

**Mrs. Sue Bowman**  
Region I

**Mrs. Diane Cramer**  
Region II

**Mr. Todd Engel**  
Region III

**Mr. Stephen Rupert**  
Region II

**Mr. Steve Shope**  
Region II

**Dr. Mark Stamm**  
Superintendent

**Mrs. Jamie Mowrey**  
Board Secretary

**Mr. Fred Holland**  
Solicitor

## **Agenda**

### **Regular Board Meeting**

#### ***Opening***

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

#### ***Action Items***

Treasurer's Report

Approval of Bills

- General Fund - \$1,908,300.59
- Food Service – \$102,919.50

Approval of Minutes

Board Committee Reports

#### ***Superintendent's Report & Recommendations***

1. Employment
2. Approve Policies – First Reading
3. SWASD Health & Safety Plan 2021-22
4. Emergency Instructional Time Template
5. Feasibility Study

#### ***General Information***

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

# **SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**

## **July 12, 2021**

### **1. Employment**

#### **Resignations**

The Superintendent accepted the letters of resignation from the following employees:

- Crystal McGill from her CTE Aide Position effective July 5, 2021
- Christopher Molino from his 5<sup>th</sup> Grade position effective June 28, 2021
- Lynda Engel from her HS food service position effective July 9, 2021

#### **Elementary Special Education**

It is recommended the school board approve hiring Karrie Snyder for the Elementary Special Education teacher position beginning with the 2021-2022 school year at a salary of \$49,072 based on step M-1 of the South Williamsport Area Education Association Agreement.

#### **Fall Game Workers**

Scott Hill, Athletic Director, is recommending school board approval of the employment of the following game workers for the 2021 fall season:

Ron Hine  
Scott Lowery  
Dwight Woodley  
Doug Betz

Craig Kropp  
Eric Ranck  
Ned Shaw  
Robert Shaw

Chains, Statisticians, Scorebook, and Scoreboard are paid \$25 per game.

#### **Event Security Staff**

It is recommended the school board approve the following individuals as South Williamsport School District Event Security Staff during the 2021-2022 school year:

Greg Forsburg  
Dick Knecht  
Ed March  
Robert Perry

Katie Klingborg  
Teri Knecht  
Danny Reaser  
Scott Shaffer

**2. Approve Policies – First Reading – Attachment #1**

It is recommended the school board approve the first reading of the new and revised policies listed below that include updates for the establishment and operations of the District Threat Assessment Team. Threat Assessment Teams are a new district requirement under Act 18 of 2019 for the 2021-22 school year. Officer Samar will continue to provide updates to the board as this team is established.

- Policy No. 236.1 – Threat Assessment (NEW)
- Policy No. 218.1 – Weapons (REVISED)
- Policy No. 218.2 – Terroristic Threats (REVISED)
- Policy No. 247 – Hazing (REVISED)
- Policy No. 249 – Bullying/Cyberbullying (REVISED)
- Policy No. 805 – Emergency Response (REVISED)
- Policy No. 805.2 – Security Personnel (REVISED)

**3. SWASD Health & Safety Plan 2021-22 – Attachment #2**

It is recommended the school board approve the PDE required Health & Safety Plan for the 2021-22 school year. This plan was discussed by the board on June 21 and posted for public comment for 14 days. Comments were received from over 70 individuals (86% parents). 91% stated they felt not concerned or slightly concerned about returning to school. The majority of narrative comments were in support of the plan as written.

**4. Emergency Instructional Time Template – Attachment #3**

It is recommended the school board approve the Emergency Instructional Time Template Section 520.1 for the 2021-22 school term. Approval of this document will enable the district to satisfy the 180 instructional day requirement with remote learning days if needed.

**5. Feasibility Study**

McKissick will present the District's Feasibility Study to the board reviewing the plan and where things were left once COVID-19 restrictions were enforced.

**BOARD INFORMATION**  
**July 12, 2021**

**BOARD MEETING DATES**

July 12 – School Board Meeting – 6:00 p.m.  
August 09 – School Board Meeting – 7:00 p.m.  
September 13 – School Board Meeting – 7:00 p.m.  
October 04 – School Board Meeting – 7:00 p.m.  
November 01 – School Board Meeting – 7:00 p.m.  
December 06 – Reorganization Meeting – 7:00 p.m.

**BOARD COMMITTEE DATES**

July 26 – Vision and Leadership Committee Meeting – 6:00 p.m.  
August 09 – Operations Committee Meeting – 6:00 p.m.  
September 13 – Vision and Leadership Committee Meeting – 6:00 p.m.  
October 04 – Operations Committee Meeting – 6:00 p.m.  
November 01 – Vision and Leadership Committee Meeting – 6:00 p.m.  
December 06 – Operations Committee Meeting – 6:00 p.m.

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF MAY 31, 2021**

**GENERAL FUND - Checking Account**

Book Balance April 30, 2021 3,824,185.61

**Receipts**

Earned Income Tax, less Commission	6151	197,557.01	
Real Estate Transfer Tax, less Commission	6153	8,304.60	
Delinquent Tax Collection, less Commission	6411	39,659.05	
Interest Income	6510	409.81	
Foundation Grants	6920	800.00	
Attendance Fine	6990	397.08	
Energy Incentive	6992	1,984.49	
Social Security Subsidy	7112	87,396.98	
COVID-19 SECIM (Spec Ed Grant)	8512	2,600.82	
Title I	8514	23,109.80	
Title II	8515	6,931.30	
Title IV	8517	1,667.60	
GEER Continuity of Ed Grant	8742	27,915.81	
Records Request	Offset Expenses	30.08	
Wellness Incentives	Offset Expenses	1,500.00	
HI COBRA Payments	Offset Expenses	2,249.16	
Retiree HI Payments	Offset Expenses	100.00	
National Lunch & Breakfast Program	Transfer to Café Fund	150,090.32	552,703.91

**Payments**

Payments Issued in May 2021 (1,623,764.04)

Book Balance May 31, 2021 2,753,125.48

**GENERAL FUND - PLGIT Investment Account**

Book Balance April 30, 2021 63,389.43

Interest Income 0.96

Book Balance May 31, 2021 63,390.39

**GENERAL FUND - 2020 SINKING FUND**

Book Balance April 30, 2021 2.66

Interest Income -

Book Balance May 31, 2021 2.66

**GENERAL FUND - TECHNOLOGY INSURANCE FUND**

Book Balance April 30, 2021 14,966.13

Receipts 215.00

Interest Income 1.92

Checks Issued in May 2021 -

Book Balance May 31, 2021 15,183.05

**CAFETERIA FUND**

Book Balance April 30, 2021		22,995.45
Receipts		
Cafeteria Deposits	1,563.15	
School Nutrition Program	150,090.32	
Interest Income	<u>9.26</u>	151,662.73
Payments		
Checks Issued in May 2021		<u>(106,438.63)</u>
Book Balance May 31, 2021		<u><u>68,219.55</u></u>

**CAPITAL RESERVE FUND**

Book Balance April 30, 2021		388,671.69
Receipts		-
Interest Income		48.17
Checks Issued in May 2021		<u>(14,830.00)</u>
Book Balance May 31, 2021		<u><u>373,889.86</u></u>

**STUDENT ACTIVITIES - CLUBS**

Book Balance April 30, 2021		83,868.65
Receipts		4,169.88
Interest Income		10.80
Checks Issued in May 2021		<u>(4,618.67)</u>
Book Balance May 31, 2021		<u><u>83,430.66</u></u>

**STUDENT ACTIVITIES - ATHLETIC BOOSTERS**

Book Balance April 30, 2021		60,743.95
Receipts		5,397.84
Interest Income		7.89
Checks Issued in May 2021		<u>(9,956.45)</u>
Book Balance May 31, 2021		<u><u>56,193.23</u></u>

**BOARD SUMMARY**  
**Fund: 10 - GENERAL FUND    Encumbrances Included**  
**As of: 06/30/2021**

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>1100 REGULAR PROGRAMS</b>						
100 SALARIES	4,547,101.00	4,547,101.00	0.00	4,470,303.66	76,797.34	98.31
200 EMPLOYEE BENEFITS	3,019,974.00	3,019,974.00	0.00	2,943,558.93	76,415.07	97.47
300 PURCH PROF & TECH SVCS	15,450.00	15,450.00	0.00	10,377.43	5,072.57	67.17
400 PURCHASED PROPERTY SVCS	36,770.00	36,770.00	0.00	28,460.74	8,309.26	77.40
500 OTHER PURCHASED SVCS	602,205.00	602,205.00	0.00	822,951.70	(220,746.70)	136.66
600 SUPPLIES	177,480.00	177,480.00	0.00	206,727.32	(29,247.32)	116.48
700 PROPERTY	3,840.00	3,840.00	0.00	2,628.90	1,211.10	68.46
800 OTHER OBJECTS	21,355.00	21,355.00	0.00	9,710.94	11,644.06	45.47
<b>Totals for 1100s</b>	<b>8,424,175.00</b>	<b>8,424,175.00</b>	<b>0.00</b>	<b>8,494,719.62</b>	<b>(70,544.62)</b>	<b>100.84</b>
<b>1200 SPECIAL PROGRAMS</b>						
100 SALARIES	1,165,237.00	1,165,237.00	0.00	1,184,557.86	(19,320.86)	101.66
200 EMPLOYEE BENEFITS	821,085.00	821,085.00	0.00	761,933.40	59,151.60	92.80
300 PURCH PROF & TECH SVCS	395,500.00	395,500.00	0.00	258,540.24	136,959.76	65.37
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	10,292.00	10,292.00	0.00	2,294.08	7,997.92	22.29
600 SUPPLIES	18,863.00	18,863.00	0.00	12,307.78	6,555.22	65.25
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Totals for 1200s</b>	<b>2,416,247.00</b>	<b>2,416,247.00</b>	<b>0.00</b>	<b>2,219,633.36</b>	<b>196,613.64</b>	<b>91.86</b>
<b>1300 VOCATIONAL EDUCATION</b>						
100 SALARIES	277,941.00	277,941.00	0.00	278,616.00	(675.00)	100.24
200 EMPLOYEE BENEFITS	179,431.00	179,431.00	0.00	177,740.64	1,690.36	99.06
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	225.00	257,815.00	0.09
600 SUPPLIES	8,982.00	8,982.00	0.00	7,699.73	1,282.27	85.72
<b>Totals for 1300s</b>	<b>724,394.00</b>	<b>724,394.00</b>	<b>0.00</b>	<b>464,281.37</b>	<b>260,112.63</b>	<b>64.09</b>
<b>1400 OTHER INSTRUCTION</b>						
100 SALARIES	209,712.00	209,712.00	0.00	196,096.86	13,615.14	93.51



# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 EMPLOYEE BENEFITS	117,156.00	117,156.00	0.00	111,223.89	5,932.11	94.94
300 PURCH PROF & TECH SVCS	30,736.00	30,736.00	0.00	30,728.80	7.20	99.98
500 OTHER PURCHASED SVCS	126,000.00	126,000.00	0.00	91,570.31	34,429.69	72.67
600 SUPPLIES	3,978.00	3,978.00	0.00	3,847.33	130.67	96.72
800 OTHER OBJECTS	1,200.00	1,200.00	0.00	1,963.28	(763.28)	163.61
<b>Totals for 1400s</b>	488,782.00	488,782.00	0.00	435,430.47	53,351.53	89.08
<b>2100 SUPPORT FOR STUDENTS</b>						
100 SALARIES	238,509.00	238,509.00	0.00	220,544.01	17,964.99	92.47
200 EMPLOYEE BENEFITS	162,817.00	162,817.00	0.00	128,819.33	33,997.67	79.12
500 OTHER PURCHASED SVCS	1,000.00	1,000.00	0.00	50.00	950.00	5.00
600 SUPPLIES	8,991.00	8,991.00	0.00	5,615.65	3,375.35	62.46
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
<b>Totals for 2100s</b>	411,642.00	411,642.00	0.00	355,248.99	56,393.01	86.30
<b>2200 SUPPORT FOR INSTRUCTION</b>						
100 SALARIES	231,077.00	231,077.00	0.00	209,155.31	21,921.69	90.51
200 EMPLOYEE BENEFITS	247,148.00	247,148.00	0.00	207,793.43	39,354.57	84.08
300 PURCH PROF & TECH SVCS	184,059.00	184,059.00	0.00	175,661.69	8,397.31	95.44
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	1,594.95	3,405.05	31.90
500 OTHER PURCHASED SVCS	25,479.00	25,479.00	0.00	15,994.30	9,484.70	62.77
600 SUPPLIES	54,148.00	54,148.00	0.00	87,336.26	(33,188.26)	161.29
700 PROPERTY	431,989.00	431,989.00	0.00	425,788.01	6,200.99	98.56
<b>Totals for 2200s</b>	1,178,900.00	1,178,900.00	0.00	1,123,323.95	55,576.05	95.29
<b>2300 ADMINISTRATION</b>						
100 SALARIES	621,592.00	621,592.00	0.00	578,557.73	43,034.27	93.08
200 EMPLOYEE BENEFITS	593,243.00	593,243.00	0.00	570,691.16	22,551.84	96.20
300 PURCH PROF & TECH SVCS	78,375.00	78,375.00	0.00	84,196.72	(5,821.72)	107.43
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	14,922.69	4,537.31	76.68
600 SUPPLIES	21,465.00	21,465.00	0.00	8,453.45	13,011.55	39.38

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
700 PROPERTY	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
800 OTHER OBJECTS	16,300.00	16,300.00	0.00	54,802.06	(38,502.06)	336.21
<b>Totals for 2300s</b>	1,351,535.00	1,351,535.00	0.00	1,311,623.81	39,911.19	97.05
<b>2400 PUPIL HEALTH</b>						
100 SALARIES	115,785.00	115,785.00	0.00	123,581.28	(7,796.28)	106.73
200 EMPLOYEE BENEFITS	53,584.00	53,584.00	0.00	53,609.07	(25.07)	100.05
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	2,500.00	2,600.00	49.02
400 PURCHASED PROPERTY SVCS	303.00	303.00	0.00	0.00	303.00	0.00
500 OTHER PURCHASED SVCS	275.00	275.00	0.00	0.00	275.00	0.00
600 SUPPLIES	5,961.00	5,961.00	0.00	3,025.29	2,935.71	50.75
<b>Totals for 2400s</b>	181,008.00	181,008.00	0.00	182,715.64	(1,707.64)	100.94
<b>2500 BUSINESS OFFICE</b>						
100 SALARIES	159,800.00	159,800.00	0.00	151,979.12	7,820.88	95.11
200 EMPLOYEE BENEFITS	124,625.00	124,625.00	0.00	127,859.80	(3,234.80)	102.60
300 PURCH PROF & TECH SVCS	20,444.00	20,444.00	0.00	20,432.15	11.85	99.94
400 PURCHASED PROPERTY SVCS	2,527.00	2,527.00	0.00	2,524.80	2.20	99.91
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	12,524.05	2,975.95	80.80
600 SUPPLIES	3,266.00	3,266.00	0.00	2,115.61	1,150.39	64.78
<b>Totals for 2500s</b>	326,162.00	326,162.00	0.00	317,435.53	8,726.47	97.32
<b>2600 PLANT SERVICES</b>						
100 SALARIES	625,165.00	625,165.00	0.00	576,131.42	49,033.58	92.16
200 EMPLOYEE BENEFITS	561,671.00	561,671.00	0.00	541,311.56	20,359.44	96.38
300 PURCH PROF & TECH SVCS	60,000.00	60,000.00	0.00	54,331.09	5,668.91	90.55
400 PURCHASED PROPERTY SVCS	221,671.00	221,671.00	0.00	228,541.53	(6,870.53)	103.10
500 OTHER PURCHASED SVCS	83,350.00	83,350.00	0.00	89,737.85	(6,387.85)	107.66
600 SUPPLIES	464,343.00	464,343.00	0.00	643,336.11	(178,993.11)	138.55
700 PROPERTY	1,500.00	1,500.00	0.00	17,591.17	(16,091.17)	1172.74
800 OTHER OBJECTS	200.00	200.00	0.00	0.00	200.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>Totals for 2600s</b>	2,017,900.00	2,017,900.00	0.00	2,150,980.73	(133,080.73)	106.60
<b>2700 STUDENT TRANSPORTATION</b>						
100 SALARIES	18,261.00	18,261.00	0.00	5,352.17	12,908.83	29.31
200 EMPLOYEE BENEFITS	7,699.00	7,699.00	0.00	1,349.59	6,349.41	17.53
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	3,250.00	0.00	100.00
500 OTHER PURCHASED SVCS	324,361.00	324,361.00	0.00	286,662.98	37,698.02	88.38
600 SUPPLIES	50,000.00	50,000.00	0.00	29,189.30	20,810.70	58.38
<b>Totals for 2700s</b>	403,571.00	403,571.00	0.00	325,804.04	77,766.96	80.73
<b>3200 STUDENT ACTIVITIES</b>						
100 SALARIES	223,442.00	223,442.00	0.00	205,036.76	18,405.24	91.76
200 EMPLOYEE BENEFITS	94,206.00	94,206.00	0.00	77,555.58	16,650.42	82.33
300 PURCH PROF & TECH SVCS	69,391.00	69,391.00	0.00	55,969.10	13,421.90	80.66
400 PURCHASED PROPERTY SVCS	4,500.00	4,500.00	0.00	8,243.57	(3,743.57)	183.19
500 OTHER PURCHASED SVCS	44,073.00	44,073.00	0.00	31,487.77	12,585.23	71.44
600 SUPPLIES	53,613.00	53,613.00	0.00	40,857.95	12,755.05	76.21
800 OTHER OBJECTS	27,070.00	27,070.00	0.00	13,364.69	13,705.31	49.37
<b>Totals for 3200s</b>	516,295.00	516,295.00	0.00	432,515.42	83,779.58	83.77
<b>3300 COMMUNITY SERVICES</b>						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	422.00	422.00	0.00	0.00	422.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	12,924.90	2,175.10	85.60
<b>Totals for 3300s</b>	16,522.00	16,522.00	0.00	12,924.90	3,597.10	78.23
<b>5100 DEBT SERVICE</b>						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	665.18	1,334.82	33.26
900 OTHER USES OF FUNDS	617,500.00	617,500.00	0.00	2,169,679.90	(1,552,179.90)	351.37
<b>Totals for 5100s</b>	619,500.00	619,500.00	0.00	2,170,345.08	(1,550,845.08)	350.34
<b>5200 FUND TRANSFERS</b>						
900 OTHER USES OF FUNDS	366,674.00	366,674.00	0.00	0.00	366,674.00	0.00

# BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 5200s	366,674.00	366,674.00	0.00	0.00	366,674.00	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	64,799.00	64,799.00	0.00	0.00	64,799.00	0.00
Totals for 5900s	64,799.00	64,799.00	0.00	0.00	64,799.00	0.00
Expenditure Totals	19,508,106.00	19,508,106.00	0.00	19,996,982.91	(488,876.91)	102.51
Fund 10 Totals						
Total Expenditure	18,457,133.00	18,457,133.00	0.00	17,826,637.83	630,495.17	96.58
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,170,345.08	(1,119,372.08)	206.51
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	18,457,133.00	18,457,133.00	0.00	17,826,637.83	630,495.17	96.58
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,170,345.08	(1,119,372.08)	206.51
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 06/17/2021 - 06/30/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000019520	BEITER'S	Repairs & Maintenance		370.00
0000019521	BLAST INTERMEDIATE UNIT 17	CHARTER SCHOOL		104,962.00
0000019522	CAFETERIA FUND	South Tickets		50.75
0000019523	J C EHRlich	REPAIRS & MAINT		175.00
0000019524	GRAND RENTAL STATION	Porta-Pot at Football Field	Porta-Pot at Baseball Field	218.00
0000019525	HILSHER GRAPHICS	Commencement Programs		340.00
0000019526	SCOTT HILL	Staff Incentives		110.00
0000019527	HOMETOWN FLORAL & GIFTS	Graduation Flowers	Awards Banquet	336.30
0000019528	JOANN KENNEDY	CLASS SUPPLIES		219.63
0000019529	NORTH CENTRAL SIGHT SERVICES	Disposal Service		80.00
0000019530	PAYROLL FUND	GROSS 6-18-21	ERRETIRE 6-18-21	727,904.72
0000019531	SCHOOL SPECIALTY LLC	GENERAL SUPPLIES		4,410.56
0000019532	JAMES STECKLEY HOOD & DUCT CLEANING	Repairs & Maintenance		640.00
0000019533	UGI ENERGY SERVICES	NATURAL GAS		2,107.58
0000019534	VERIZON WIRELESS	Wireless		151.82
0000019535	XEROX CORP	Repairs & Maintenance		256.36
0000019536	SUSAN ZAYDELL	Cell Phone Reimbursement		131.73
0000019537	PAYROLL FUND	Employer Contribution to HSA		433.33
0000019538	BARR'S HARDWARE	GENERAL SUPPLIES		243.77
0000019539	CARDMEMBER SERVICES	GENERAL SUPPLIES		3,345.90
0000019540	Cheerzone	GENERAL SUPPLIES		504.96
0000019541	COMPU-GEN TECHNOLOGIES INC	School Safety & Security		2,980.07

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 06/17/2021 - 06/30/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000019542	EDMENTUM	Computer Services		5,600.00
0000019543	JusticeWorks YouthCare Inc.	PURCHASE TECH SERVICE		9,317.13
0000019544	KEYSTONE NATURAL TURF	Repairs & Maintenance		3,040.00
0000019545	KNARR BOILER SERVICE	Repairs & Maintenance		6,504.25
0000019546	LCWSA	Sewer Service		5,280.00
0000019547	MCCLURE COMPANY	GENERAL SUPPLIES		200.64
0000019548	MEIER SUPPLY CO INC	GENERAL SUPPLIES		85.98
0000019549	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		1,785.89
0000019550	PETTY CASH	GENERAL SUPPLIES		180.74
0000019551	PPL ELECTRIC UTILITIES	Electricity		16,182.57
0000019552	SANICO INC	GENERAL SUPPLIES		1,060.56
0000019553	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		192.77
0000019554	SHERWIN WILLIAMS	GENERAL SUPPLIES		187.19
0000019555	MARK STAMM	TRAVEL		43.69
0000019556	SUSQUEHANNA VALLEY SOUND	Repairs & Maintenance		625.00
0000019557	UPMC	Athletic Trainer		2,837.45
0000019558	WM CORPORATE SERVICES INC	Disposal Service		1,267.00
0000019559	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		36.00
0000019560	WILSON LANGUAGE TRAINING CORP	GENERAL SUPPLIES		179.06
0000019561	BLAST INTERMEDIATE UNIT 17	Fiber Cable Replacement	Internet	22,890.57
0000019562	BOROUGH OF S WILLIAMSPORT	School Resource Officer	Crossing Guard Invoice	46,054.67
0000019563	CAFETERIA FUND	Negative Balances		357.18

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 06/17/2021 - 06/30/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000019564	CENTRAL ELEM. ACCOUNT	Student Incentive T-Shirts	3rd Grade Field Trip	717.16
0000019565	HURWITZ BATTERIES	General Supplies		22.90
0000019566	THE MEADOWS PSYCHIATRIC CENTER	Alternative Ed		469.00
0000019567	MOUNTIEQUEST	Student Activities		7,214.76
0000019568	SHI International Corp	Promethean Demo Panel		3,010.90
0000019569	UPMC	Therapy Services		5,108.00
0000019570	VERIZON	Telephone Service		176.16
0000019571	WTI	Repairs & Maintenance		1,361.10
0000019572	SUSAN ZAYDELL	Mileage		36.96
* 0000E21153	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E21154	WEX HEALTH INC	HSA Fee for May 2021		225.50
* 0000E21155	CAFETERIA FUND	May 21 NSLP Claims Subsidy		73,177.74
10 - GENERAL FUND				1,065,411.00
Grand Total All Funds				1,065,411.00
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				73,413.24
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				991,997.76
Grand Total All Payments				1,065,411.00



# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 07/01/2021 - 07/02/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000019573	APPLE INC	APPLE ENGINEERING SERVICES		5,400.00
0000019574	RICHARD H BAKER INSURANCE CO.	Student Activities Insurance		10,500.00
0000019575	ClassLink Inc.	Computer Services Tech Services		5,063.00
0000019576	CM REGENT LLC	June 21 Life Insurance Premiums		734.84
0000019577	Cybersoft Technologies	Computer Services Tech Services		3,080.00
0000019578	DELL FINANCIAL SERVICES LLC	District Computer Equipment		57,395.17
0000019579	DELTA DENTAL OF PA	June 21 Dental Insurance Premiums		7,600.00
0000019580	ENCOVA INSURANCE	WORKERS COMP		10,653.00
0000019581	GUARDIAN CSC	Repairs & Maintenance		685.25
0000019582	FAMILY ID	Dues and Fees		1,170.00
0000019583	FOLLETT SCHOOL SOLUTIONS INC	Computer Services Tech Services		3,181.05
0000019584	FRONTLINE TECHNOLOGIES GROUP LLC	Contracted Services		4,889.87
0000019585	GENESIS	Adobe Licenses		2,500.00
0000019586	HSLC	Computer Services Tech Services		230.00
0000019587	Johnson Controls Fire Protection LP	Repairs & Maintenance		4,560.57
0000019588	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		922.54
0000019589	MARCIA BRENNER ASSOCIATES	Computer Services Tech Services		484.50
0000019590	MasterLibrary.com LLC	Computer Services Tech Services		2,070.00
0000019591	NASP	Membership		220.00
0000019592	NWEA	ESSERIII		19,700.00
0000019593	OTIS ELEVATOR CO	Repairs & Maintenance		2,907.72
0000019594	P.S.B.A.	Dues and Fees		7,406.08

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund      Payment Dates: 07/01/2021 - 07/02/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000019595	PSBA INSURANCE TRUST	Unemployment Comp		7,142.31
0000019596	PAYROLL FUND	GROSS 7-2-21	ER RETIRE 7-2-21	362,657.92
0000019597	LAUREN REYNOLDS	CLASS SUPPLIES		95.31 #
0000019598	MARK STAMM	Subscription		119.88
0000019599	SWIFTREACH NETWORKS LLC	Computer Services Tech Services		1,920.00
0000019600	WELLS FARGO VENDOR FIN SERV	District Computer Equipment		117,518.10
0000019601	W. F. WELLIEVER & SONS	Enc Transfer from FY21 GENERAL SUPPLIES		111.63 #
0000019602	PAYROLL FUND	MEDICAL INSURANCE		32,500.00
* 0000E21156	WOODLANDS BANK	Wire Transfer Fee		25.00
* 0000E21157	LYCOMING COUNTY INSURANCE CONSORTIUM	Jul 21 Health Insurance Premiums		169,435.85
* 0000E21158	WOODLANDS BANK	Direct Deposit Fee		10.00
10 - GENERAL FUND				842,889.59
Grand Total All Funds				842,889.59
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				169,470.85
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				673,418.74
Grand Total All Payments				842,889.59

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 06/17/2021 - 06/30/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000006189	PAYROLL FUND			10,942.32
0000006190	CYNTHIA TROUTMAN MYERS	REFUND CAFETERIA BALANCE		0.00
0000006191	NUTRITION INC	FOOD		46,985.88
0000006192	ELAINE HECKROTE	REFUND		83.30
0000006193	SHARON PACKARD	REFUND		15.10
0000006194	SCOTT PRINCE	REFUND		45.37
0000006195	ANDREA WEINHOFFER	REFUND		34.70
0000006196	CHRISTOPHER DUNLAP	REFUND		52.10
0000006197	CYNTHIA TROUTMAN MYERS	REFUND		20.65
0000006198	TINA MARQUARDT	REFUND		103.85
0000006199	GENERAL FUND	MEDICAL INSURANCE	DENTAL INSURANCE	44,536.23
0000006200	JAMIE FLICK	REFUND ACCT 21205		100.00
50 - FOOD SERVICE FUND				102,919.50
Grand Total All Funds				102,919.50
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				102,919.50
Grand Total All Payments				102,919.50

June 21, 2021

The regular meeting of the South Williamsport Area School Board was called to order at 7:00 PM in the auditorium of the High School by the President, Nathan Miller.

The meeting opened with a Moment of Silence and Pledge to the Flag.

Board Members Present: Bachman, Bowman, Engel, Fiorini, Miller, Rupert and Shope.

Others Present: Mark Stamm – Superintendent, Fred Holland & Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Brenda Trimble, Danielle Bradley, Jim Bradley, Charles Haefner, and Pat Crossley – Williamsport SunGazette.

#### **APPROVE GENERAL FUND BILLS**

A motion to approve the payment of bills from the General Fund in the amount of \$604,801.27 as funds become available was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

#### **APPROVE FOOD SERVICE FUND BILLS**

A motion to approve the payment of bills from the Food Service Fund in the amount of \$13,524.51 as funds become available was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

#### **APPROVE MINUTES**

A motion to approve the minutes of June 7, 2021, as written was moved by Fiorini, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

#### **SUPERINTENDENT RECOMMENDATIONS**

##### **RESOLUTION ADOPTING THE 2021-2022 GENERAL FUND BUDGET**

A motion to approve the final 2021-2022 budget resolution which includes revenue of \$20,344,285 and expenditures of \$20,344,285 and a .57 mill real estate tax increase was moved by Rupert, seconded by Shope. Roll call: Bachman-yes, Bowman-no, Engel-no, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

##### **ADOPTION OF THE 2021-2022 TAX LEVY RESOLUTION**

A motion to approve the Tax Levy Resolution to support the 2021-2022 General Fund Budget with real estate taxes at 17.35 mills, earned income tax rate at 1.1% and realty transfer tax rate at 0.5% was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-no, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

##### **2021-2022 HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION**

A motion to approve the 2021 Homestead and Farmstead Exclusion Resolution at an assessed value of \$13,503 which calculates to a \$234.28 tax credit was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

##### **2021-2022 CAPITAL RESERVE BUDGET**

A motion to approve the 2021-2022 Capital Reserve Budget not to exceed \$108,750 was moved by Fiorini, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 IDEA AGREEMENT**

A motion to approve the 2021-2022 IDEA agreement with BLaST Intermediate Unit #17 was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 SPECIAL EDUCATION SERVICES AGREEMENT**

A motion to approve the 2021-2022 Special Education Services Agreement with BLaST Intermediate Unit #17 was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2024 TECHNOLOGY SERVICES AGREEMENT FOR DATA HOSTING**

A motion to approve the 2021-2024 Technology Services Agreement for Data Hosting with BLaST Intermediate Unit #17 at an annual cost of \$14,000 was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 TECHNOLOGY SERVICES AGREEMENT FOR NETWORK ENGINEER/OTHER SERVICES**

A motion to approve the 2021-2022 Technology Services Agreement for Network Engineering and Other Technology Services with Standard Service at \$80 per hour, High Level Service at \$110 per hour, or After Hour/Unscheduled Service at \$120 per hour was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 DARTS SOFTWARE AGREEMENT**

A motion to approve the 2021-2022 DaRTS Software Agreement with BLaST Intermediate Unit #17 was moved by Fiorini, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 SERVICE AGREEMENT WITH MCIU**

A motion to approve the 2021-2022 Service Agreement with Montgomery County Intermediate Unit to provide the Marcia Brenner Report Card Creator PowerSchool Plug-in Annual Support and Maintenance for a fee of \$390.60 was moved by Rupert, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**2021-2022 CONTRACT FOR PEDIATRIC THERAPY SERVICES**

A motion to approve the 2021-2022 Contract for Pediatric Therapy Services with UPMCW Williamsport d/b/a UPMC Pediatric Rehabilitation for all of the district's Occupational and Physical Therapy services as needed in the school setting was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**APPROVE POLICY – SECOND READING**

A motion to approve Policy 308.1 was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**EMPLOYMENT – RESIGNATIONS**

A motion to accept resignations from Charles Davis from his 3<sup>rd</sup> Shift Custodial position effective June 4, 2021 and from Robert Houseknecht from his Varsity Boys Basketball Head Coach position effective June 10, 2021 was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

**EMPLOYMENT – ELEMENTARY SPEDICAL EDUCATION**

A motion to approve hiring Kendra Lorson for the Elementary Special Education teacher position beginning with the 2021-2022 school year at a salary of \$52,846 based on step M-3 of the South Williamsport Area Education Association Agreement was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

## **EMPLOYMENT – BAND STAFF AND ATHLETIC COACHES**

A motion to appoint the following staff for band or athletics was moved by Miller, seconded by Fiorini.

- Band Staff: Jessica Kaledas as Band Director at \$5,213; Robyn Rummings as Assistant Band Director at \$3,174, Tina Pulver as Band Front Instructor at \$2,674, Ellen Benfer as Percussion Instructor at \$1,003, Marcus Loner as Percussion Instructor at \$1,003, and Manny Tsikitas as Volunteer.
- Football: Chris Eiswerth as Head Coach at \$6,525; Chris Lusk as 1<sup>st</sup> Assistant at \$4,639; Chris Engler as 2<sup>nd</sup> Assistant at \$2,913; Randy Boone as 3<sup>rd</sup> Assistant at \$2,764; Connor Rutan as 4<sup>th</sup> Assistant at \$2,674; Jason Wein as JH Head Coach at \$3,785; Scott White as JH Assistant at \$2,764, Ryan Barnes as Volunteer and Dominick Bragalone as Volunteer.
- Girls' Soccer: Marc Lovecchio as Head Coach at \$3,568; Jane House as Assistant Coach at \$2,765, and Tracy Knoebel as Volunteer.
- Boys' Soccer: Chris Vanaskie as Head Coach at \$3,662; Griffin Molino as Assistant Coach at \$2,765; Adam Rubert as Volunteer; and Manny Tsikitas as Volunteer.
- Volleyball: Tom Packard as Head Coach at \$3,568; Terry Packard as Assistant Coach at \$2,765; Lynn Fessler as Volunteer, and Darci Warriner as Volunteer.
- Girls' Tennis: Theresa Summerson as Head Coach at \$3,674, Kent Young as Assistant Coach at \$2,396, and John Dorner as Volunteer.
- Cross Country: Matt DeBlander as Head Coach at \$3,073, Tracy Knoebel as JH Head Coach at \$2,083, and Kerry Taylor as Volunteer.
- Junior High Girls' Softball: Tom O'Malley as Head Coach at \$2,420, Adam Lorson as Assistant Coach at \$2,074, Corey Goodman as Volunteer, Scott Lowery as Volunteer, and Chris Schuler as Volunteer.
- Cheerleading: Christine Miller as Head Coach at \$3,568, Mackenzie Miller as Assistant Coach at \$2,765, Aubrey Quimby as JH Head Coach at \$2,340, and Monica Boone as JH Assistant at \$2,006.
- Junior High Girls' Basketball: Gregg Anthony as 7<sup>th</sup> Grade Coach at \$2,764 and Aaron Green as 8<sup>th</sup> Grade Coach at \$3,225.
- Boys' Basketball: Scott Lowery as 8<sup>th</sup> Grade Coach at \$4,230.
- Girls' Basketball: Justin Marnon as Head Coach at \$4,881.
- Wrestling: Eric Gerber as Head Coach at \$5,357.
- Baseball: Casey Waller as Head Coach at \$4,993.

Note: Paid assistant coaches are pending participation counts.

Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

## **PDE REQUIRED HEALTH & SAFETY PLAN/EMERGENCY INSTRUCTIONAL TIME**

Dr. Stamm presented a DRAFT of the PDE required Health & Safety Plan for Schools and a DRAFT of the Emergency Instructional Time Template for 2021-2022. The DRAFT Health and Safety Plan for Schools will be posted to the district's website to allow for public comment. The School Board will vote on a final version of the Health & Safety Plan at the July 12, 2021 board meeting.

## **DISPOSAL/SALE OF OLD TECHNOLOGY EQUIPMENT**

A motion to approve the disposal/sale of old technology equipment was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bowman-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

There will be an executive session following the board meeting for safety and security matters, no action to follow.

A motion to adjourn the meeting was made by Bachman, seconded by Fiorini. All members present voting yes, the meeting was adjourned at 7:32 PM.

Attest

Jamie Mowrey  
Board Secretary

DRAFT



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 Vol III 2021
Status	First Reading
Last Revised	July 12, 2021

### **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.

{ XX } 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]

{ } school security personnel.[5]

{ } law enforcement agency representatives.

{ } behavioral health professionals.

{XX } 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.

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

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

## **Guidelines**

### Training

The

{ } Superintendent or designee

{XX } School Safety and Security Coordinator

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

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]

4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[4][6][9][10][11]
5. { } Student Assistance Program process.[4]
6. { } Youth suicide awareness, prevention and response.[7]
7. { } Trauma-informed approach.[12]
8. {XX } Safe2Say Something procedures.[6]
9. { } Multi-tiered systems of support.
10. { } 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 notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[1]

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

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

#### Reporting and Identification

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

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

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

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

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.

2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

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

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][21][22]

### Inquiry and Assessment

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

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

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

1. {XX } Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {XX } Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {XX } 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. {XX } 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. {XX } Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

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

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

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as 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.

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

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

### **PSBA New 6/21 © 2021 PSBA**

Legal	1. 24 P.S. 1302-E
	2. 24 P.S. 1301-E
	3. Pol. 832
	4. Pol. 236
	5. Pol. 805.2
	6. Pol. 805
	7. Pol. 819
	8. Pol. 103
	9. Pol. 113.4
	10. Pol. 207
	11. Pol. 216
	12. Pol. 146.1

12. Pol. 140.1
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	200 Pupils
Title	Weapons
Code	218.1 Vol III 2021
Status	First Reading
Adopted	February 3, 2003
Last Revised	July 12, 2021

### **Purpose**

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

### **Definitions**

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

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

### **Authority**

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

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

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

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

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

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[11][17][19]

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

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

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

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

### **Transfer Students**

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

### **NOTES:**

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

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

## Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. Pol. 218
4. Pol. 113.1
5. Pol. 233
6. 20 U.S.C. 1400 et seq
7. 22 PA Code 10.23
8. Pol. 103.1
9. Pol. 113.2
10. Pol. 113.3
11. Pol. 805.1
12. 24 P.S. 1302.1-A
13. Pol. 805
14. 24 P.S. 1302-E
15. Pol. 236.1
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 22 PA Code 10.21
19. 22 PA Code 10.25
20. 18 U.S.C. 921
21. 18 U.S.C. 922
22. Pol. 200
- 18 Pa. C.S.A. 912
- 20 U.S.C. 7114
- 20 U.S.C. 7961
- 22 PA Code 403.1
- 34 CFR Part 300



Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2 Vol III 2021
Status	First Reading
Adopted	February 3, 2003
Last Revised	July 12, 2021

### **Purpose**

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

### **Definitions**

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

**Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.  
[\[1\]](#)

### **Authority**

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

### **Delegation of Responsibility**

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

### **Guidelines**

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

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

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

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

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[6][9][11]

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

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

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

#### NOTES:

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

**PSBA Revision 6/21 © 2021 PSBA**

## Legal

1. 18 Pa. C.S.A. 2706
2. 24 P.S. 1302.1-A
3. 24 P.S. 1302-E
4. Pol. 236.1
5. Pol. 805
6. Pol. 805.1
7. 22 PA Code 12.2
8. 24 P.S. 1303-A
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 22 PA Code 10.25
12. 22 PA Code 10.23
13. 20 U.S.C. 1400 et seq
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 233
- 34 CFR Part 300





Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247 Vol III 2021
Status	First Reading
Adopted	February 3, 2003
Last Revised	July 12, 2021

### **Purpose**

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

### **Definitions**

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

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

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

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

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

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

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

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

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

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

### **Title IX Sexual Harassment and Other Discrimination**

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of [4] publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.



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

### Complaint Procedure

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

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

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

### Interim Measures/Police

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

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

### *Referral to Law Enforcement and Safe Schools Reporting Requirements –*

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

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][17][19][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[17\]](#)[\[22\]](#)[\[23\]](#)

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

#### Confidentiality

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

#### Retaliation

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

#### Consequences for Violations

##### *Safe Harbor –*

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

##### *Students –*

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

##### *Nonstudent Violators/Organizational Hazing -*

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

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

##### *Criminal Prosecution –*

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

## Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 24 P.S. 1302-E
14. Pol. 236.1
15. 18 Pa. C.S.A. 2810
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 35 P.S. 780-102
19. 24 P.S. 1302.1-A
20. 22 PA Code 10.21
21. 22 PA Code 10.22
22. Pol. 805.1
23. 22 PA Code 10.25
24. Pol. 218
25. Pol. 233
26. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading
Adopted	February 3, 2003
Last Revised	November 2, 2020
Last Reviewed	July 12, 2021

### Purpose

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

### Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

### Authority

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

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

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



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

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

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying. [2][3]

#### Confidentiality

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

#### Retaliation

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

#### Delegation of Responsibility

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

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

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

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. [1]

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

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

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. [1][4][5]

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

### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[4\]](#)[\[9\]](#)

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

Legal	1. 24 P.S. 1303.1-A
	2. Pol. 103
	3. Pol. 103.1
	4. Pol. 218
	5. 22 PA Code 12.3
	6. 20 U.S.C. 7118
	7. 24 P.S. 1302-A
	8. Pol. 236
	9. Pol. 233
	Pol. 113.1



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol III 2021
Status	First Reading
Adopted	February 3, 2003
Last Revised	July 12, 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 school community when necessary.

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

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

The Board directs the 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 school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[\[2\]](#)[\[3\]](#)[\[11\]](#)

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

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

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

### **Continuity of Student Learning/Core Operations**

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

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

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

1. Web-based instruction.
2. Mailed lessons and assignments
3. Other: \_As developed by the administration to meet the needs of student(s).



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

### Education and Training

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

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

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

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

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

### Required Drills

#### *Emergency Preparedness Drill -*

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

#### *Fire Drills -*

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

#### *School Security Drills -*

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

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

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

The Superintendent or designee shall:[5]

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

#### *Bus Evacuation Drills -*

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

#### Safe2Say Something Program

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

#### NOTES:

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

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

#### **PSBA Revision 6/21 © 2021 PSBA**

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

Safe2SayProcedures.doc (229 KB)



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol III 2021
Status	First Reading
Adopted	May 21, 2021
Last Revised	July 12, 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 school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[2]

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

1. Oversee all school police officers and event security staff.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage

situation and bomb threat.[3][4][5][6][7][8][9]

4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. **Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.**[10][11]
7. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[8][12]

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

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

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

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

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

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, 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 Police Officers**

The district shall employ one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[\[1\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

#### **School police officer - [\[1\]](#)[\[17\]](#)[\[18\]](#)**

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[\[20\]](#)

### ***Background Checks -***

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

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

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

### ***Requirements -***

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:  
[\[29\]](#)

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

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

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



The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[\[16\]](#)[\[32\]](#)

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

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

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[\[38\]](#)

**School security guard** - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.[\[1\]](#)[\[18\]](#)[\[20\]](#)[\[41\]](#)

### ***Background Checks –***

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

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

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

### ***Requirements –***

School security guards shall provide the following services, as directed by the district:[\[41\]](#)

1. School safety support services.

2. Enhanced campus supervision.
3. Monitoring visitors on campus.[42]
4. Coordination with law enforcement officials, including school police officers.
5. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[41]

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

#### Other Agreements

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

### **PSBA Revision 6/21 © 2021 PSBA**

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. 1302-C
	17. 24 P.S. 1310-C
	18. 24 P.S. 1311-C
	19. Pol. 304
	20. Pol. 818
	21. 24 P.S. 111
	22. 24 P.S. 111.1
	23. 23 Pa. C.S.A. 6344
	24. 23 Pa. C.S.A. 6344.3
	25. 37 PA Code 241.5
	26. 44 Pa. C.S.A. 7301 et seq.



26. 44 Pa. C.S.A. 7301 et seq

27. 37 PA Code 241.6

28. 44 Pa. C.S.A. 7310

29. 24 P.S. 1303-C

30. 37 PA Code 241.1 et seq

31. 24 P.S. 1304-C

32. 24 P.S. 1305-C

33. 22 PA Code 10.23

34. 22 PA Code 14.104

35. 22 PA Code 14.133

36. Pol. 113.2

37. 24 P.S. 1306-C

38. 24 P.S. 1307-C

39. Pol. 909

40. 24 P.S. 1313-C

41. 24 P.S. 1314-C

42. Pol. 907

43. 24 P.S. 1309-C

44. 42 Pa. C.S.A. 8953

45. 53 Pa. C.S.A. 2303

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

Pol. 705

Pol. 709



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

# Health and Safety Plan Summary: **South Williamsport Area School District**

Initial Effective Date: **August 31, 2021**

Date of Last Review: **July 12, 2021**

Date of Last Revision:

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

*The South Williamsport Area School District is committed to providing in-person learning to all K-12 students every day. To meet this objective safely, the district will, to the maximum extent possible, consult the most current CDC guidelines for schools, and abide by orders from the PA-Department of Health.*

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

*The South Williamsport Area School District will utilize available resources to support and maintain the continuity of educational and support services for students and staff throughout the school term. To this end, the district will continue to expand its remote learning capabilities, ensure access to counselors and mental health programs by students, provide mental health resources for staff, and continue food service options for students in both in-person and in-remote settings.*

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	Students and staff will not be required to wear face coverings during the school day nor on district transportation unless ordered by the Pennsylvania Department of Health.
b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);	As appropriate for the needs of students, the district will maintain physical spacing protocols established in classrooms including maximizing of floor space to separate desks and utilizing cohort

ARP ESSER Requirement	Strategies, Policies, and Procedures
	groups to limit mixing of students where possible and appropriate.
c. <u>Handwashing and respiratory etiquette</u> ;	The district will continue to promote and educate students and staff on healthy hygiene practices and illness prevention strategies associated with washing hands frequently, using hand sanitizer, covering your mouth when coughing or sneezing, and staying home when ill.
d. <u>Cleaning</u> and maintaining healthy facilities, including improving <u>ventilation</u> ;	The district will continue CDC recommended cleaning, sanitation, and ventilation practices established throughout the schools.
e. <u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u> , in collaboration with the State and local health departments;	As with all infectious diseases, the district will work with the PA Department of Health and abide by their orders for student, staff, and community safety.
f. <u>Diagnostic</u> and screening testing;	The district will continue to advise students, staff, and families of signs and symptoms of illness that may requiring exclusion from work / school.
g. Efforts to provide <u>vaccinations to school communities</u> ;	The district will seek opportunities to partner with health care providers or other agencies to offer vaccinations opportunities to students, staff, and the community.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	The district will continue to offer continuity of services for all students, including those students with disabilities, a free and appropriate public education.
i. Coordination with state and local health officials.	In the interest of all, the district will continue to build and maintain positive working relationships with local health care providers and state agencies.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **South Williamsport Area School District** reviewed and approved the Health and Safety Plan on **July 12, 2021**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **July 12, 2021**

By:

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*(Signature\* of Board President)*

Mr. Nathan Miller

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*(Print Name of Board President)*



# Emergency Instructional Time Template

## Section 520.1 - 2021-22 School Year

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. As occurred for the 2020-21 school year, the Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1 for the 2021-22 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2021-22 school year.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6, 2020, guidance. Such LEAs must provide PDE with the following information specific to the 2021-22 school year:

### 1. LEA's Proposed Calendar and Schedule(s) for SY 2021-22

#### a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/31/21	6/2/22	180

- b. Should a school need to use remote learning at either the student or school level, LEAs should submit a sample weekly schedule reflecting remote learning as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.)

**2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students.**

The South Williamsport School District successfully provided remote learning to all students through the use of modified schedules, individual learning devices, and when necessary non-digital instructional delivery methods. Since the needs of students differ by age, subject, and ability, the district will continue to offer diverse and flexibility learning opportunities for students when remote.

Attendance will be tracked by each classroom teacher and recorded in the student information system.

**3. The Chief School Administrator and Board President affirm the following:**

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: South Williamsport Area School District

7/12/21

Signature of Chief School Administrator

Date

7/12/21

Signature of Governing Body President

Date

Date Approved at Board Meeting:

*Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board meeting minutes at which such schedule was approved to to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

*Questions can also be submitted to this email address.*