



February 9, 2026

6:00 P.M.
Large Group
Instruction Room
H.S. Library

Mr. Todd Engel
President
Region III

Mr. Steve Rupert
Vice President
Region II

Mrs. Cathy Bachman
Treasurer
Region III

Mr. Ben Brigandi
Region I

Dr. Summer Bukeavich
Region II

Mr. John Hitesman
Region III

Dr. Kimberly Kohler
Region I

Mr. Jason Lewis
Region II

Mr. Jason Young
Region I

Dr. Eric Briggs
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Opening

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Student Recognition

Preliminary Comments on Agenda Items

Discussion Items

1. Facility Projects
2. Subdivision and Sale of Land
3. BLaST IU 17 Autistic Support Classrooms

Action Items

1. Treasurer's Report
2. Approval of Bills
3. Approval of Minutes
4. Real Estate Tax Collection
5. Approve Policies – First Reading
6. Overnight Field Trip Request
7. Employment
8. 2026-2027 School District Calendar – Second Reading

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
February 9, 2026

ITEMS FOR DISCUSSION

1. Facility Projects

Mr. Damion Spahr from SitelogIQ will discuss updates on the High School projects with the Board.

2. Subdivision and Sale of Land – Attachment #1

Dr. Briggs, Superintendent, will discuss the progress on the possibility of subdividing and selling some of the land above the Jr/Sr High school with the Board.

3. BLaST IU 17 Autistic Support Classrooms – Attachment #2

Dr. Briggs, Superintendent, will discuss classroom options for the BLaST IU 17 Autistic Support Classrooms. Discussion will consist of fair share, transfer of entity, and hosting IU programs for the District.

ACTION ITEMS

1. Treasurer's Report – Attachment #3

It is recommended the school board approve the January 2026 Treasurer's Report.

2. Approval of Bills – Attachment #4

It is recommended the school board approve payment of bills from the General Fund in the amount of \$1,192,250.05, Food Service Fund in the amount of \$34,565.87, Capital Reserve Fund in the amount of \$16,749.75, GO Bond 2023 in the amount of \$90,264.68 as funds become available.

3. Approval of Minutes – Attachment #5

It is recommended the school board approve the minutes of January 26, 2026 as written.

4. Real Estate Tax Collection – Attachment #6

It is recommended the school board to approve the four-year agreement with Keystone Collections Group to collect taxes for Armstrong Township, Duboistown Borough and South Williamsport Borough.

5. Approve Policies – First Reading – Attachment #7

It is recommended the school board approve the first reading of Policy No. 204 – Attendance; Policy No. 218.1 – Weapons; Policy No. 610 – Purchases Subject to Bid/Quotation; Policy No. 611 – Purchases Budgeted; Policy No. 805 – Emergency Preparedness and Response; Policy No. 805.1 – Relations with Law Enforcement Agencies; Policy No. 805.2 – School Security Personnel; and Policy No. 913.1 – Sponsorships and Advertising.

6. Overnight Field Trip Request – Attachment #8

It is recommended the school board approve John Peters' overnight field trip request to take nine FBLA students to Hershey Giant Center, Hershey, PA on April 12-13, 2026, for the FBLA State Leadership Conference.

7. Employment

Resignation

The Superintendent accepted a letter of resignation from the following employee:

- Rebecca Harner from her full-time Custodial 2nd Shift position effective February 3, 2026

Full-Time Custodian

It is recommended the school board approve Damian Donges as a full-time custodian, assigned to second shift, effective February 4, 2026. The rate of pay is \$14 per hour plus benefits in accordance with the American Federation of State County and Municipal Employees (AFSCME) agreement.

Spring Athletic Coach & Volunteers

It is recommended the school board approve the following coach and volunteers for the Spring 2026 season:

- Curtis Wertz – 1st Assistant Baseball Coach - \$2,674
- Jonah and Joy White - Track Volunteers

Theater Staff

Jared Whitford, Theater Director, is recommending the school board approve employment of the following theater staff and their stipends for the Spring Musical and Spring Play:

Spring Musical – Les Miserables

Jared Whitford, Director - \$2,500
Stefanie Welty, Assistant Director - \$1,700
Steve Bergerstock, Set Builder - \$1,000
Miki Rebeck, Vocal Coach - \$1,000
Sierra Aichner, Assistant Director - \$1,000
Brianne Carpenter, Music Director - \$2,000

Spring Play – Annie Get Your Gun

Jared Whitford, Director - \$1,500
Steve Bergerstock, Set Builder - \$1,000
Stefanie Welty, Assistant Director - \$750

8. 2026-2027 School District Calendar – Second Reading – Attachment #9

It is recommended the school board approve the district's proposed 2026-2027 school calendar, as submitted, for second reading.

BOARD INFORMATION
February 9, 2026

ADDITIONAL DATES – Regular Board Meetings

February 9, 2026 – 6:00 p.m.

March 9, 2026 – 6:00 p.m.

April 13, 2026 – 6:00 p.m.

May 4, 2026 – 6:00 p.m.

May 18, 2026 – 6:00 p.m.

Statement of Financial Interests Form

Please complete the Statement of Financial Interests Form for the 2025 calendar year and return it as soon as possible to Jamie Mowrey, Board Secretary. Due date is May 1, 2026.



Land Notes and Timeline

Attachment 1

Surveyors

1/27/2026 – Contacted Dan Vasello, Surveyor (570-322-2824)

- School district should ensure they address stormwater runoff issues as part of the RFP; it (stormwater) cannot impact the property or require the district to make modifications to the property to address stormwater issues.
- Make sure in RFP, there is no impact on school. Each property owner would have to control their own stormwater issues
 - Collection system to a pond
 - Collect stormwater individually to a collection system to a basin outlet and then it comes to the school

1/28/2026 – Contacted Michael Maneval, Surveyor (570-324-2824), emailing a proposal

1/28/2026 – Contacted Bassett Engineering, Donnie Whitford, Surveyor, (570-368-2131), left message, emailing proposal

Appraisers

1/28/2026 – Contacted Richard Drzewiecki, Appraiser (570-988-1900) – Left voicemail

1/28/2026 – Contacted Brian Blair, Appraiser (814-689-9051)

- Prepared to provide a concise Appraisal Report, for the potential bulk sale of an approximately 5-acre portion of Lycoming County Parcel 52-002-900 (along West 8th Avenue).
- Assuming that a legal description (survey and/or written description) is provided, my fee for this project would be \$2,900 with a 4-week turn time.

1/27/2028 – Spoke with Justin Reis, Appraiser (570-368-8186)

- Willing to do the work
- Could not get to project until at least March
- \$2500-\$3,000
- Survey must be done before appraisal to get a more accurate cost.

A Brief Overview of BLAST IU #17 Autistic Support Programming in SWASD

Programmatical Options
and Understandings

February 9, 2026

Number of Special Ed
Students - 12/1 and
6/30 Counts

2024 - 192
2023 - 178
2022 - 180
2021 - 165
2020 - 172
2019 - 164
2018 - 162
2017 - 160
2016 - 153
2015 - 149

Early Intervention Referrals

School Year	Students	Autistic or Life Skills
2016-2017	8	1
2017-2018	13	0
2018-2019	10	0
2019-2020	12	2
2020-2021	6	1
2021-2022	13	1
2022-2023	9	4
2023-2024	11	4
2024-2025	18	7

History of IU Classrooms (Autistic Support)

- **2010-2011** - First IU Elementary Classroom
- **2019-2020** - Second IU Elementary Classroom
- **2024-2025** - Third IU Elementary Classroom

Note:

- Third classroom was started because of large early intervention population (7 students) and the other two classes were filled.
- Jersey Shore Area School District is the only other district in the county with an elementary IU autistic support program.



BLaST IU #17

Autistic Support Services (2025-2026)



Central Elementary School

Elementary Classroom #1 - 5 SW students (8 total enrollment)

Elementary Classroom #2 - 4 SW students (8 total enrollment)

Elementary Classroom #3 - 1 SW student (5 total enrollment)

South Williamsport Junior/Senior High School

High School Classroom #1 - 4 SW students (7 total enrollment)

Out of District Autistic Support Placement

Loyalsock Township Middle School - 1 SW student (6 total enrollment)

Delivery of Special Education Services

- **District Operated Classrooms** - District employees, district students
 - A hybrid may exist where a district could have their own program and have agreements with other school districts to accept out of district students. This creates competition with the IU.
- **IU Operated Classrooms** - IU employees, multiple district students

IU Operated Programs - Transfer of Entity

- The purpose of the Transfer of Entity is to transfer a class or program as a unit from one school entity (IU) to another school entity (School District).

TRANSFER

Transfer of Entity – The Process

- The School District would request the Transfer of Entity in writing to the Intermediate Unit by **March 1**.
- Both the School District and Intermediate Unit must report the action to PDE. This process is done by submitting a joint SEPRN that is signed by the School District Superintendent and the IU Executive Director.
- The Transfer of Entity must be approved through Board Action of both organizations by **March 15** prior to the submission of SEPRN.
- Special Education Plan Revision Notice(SEPRN) for a Transfer of Entity must be submitted to PDE no later than **March 31** for the upcoming school year.
- Once signed, the Intermediate Unit will submit to PDE by **March 31**.

IU Operated Programs – Terminate Agreement to Host

- If the district wishes to repurpose this classroom space and/or terminate the agreement to host the Intermediate Unit classroom programs in the subsequent school year, written notice must be given to the Intermediate Unit on or before **March 31st** of the current agreement year.
- This could displace district students if they are enrolled in the classroom that the agreement is being terminated. The Intermediate Unit cannot bump students from other districts to fill with host district students.

What is Fair Share?

Fair share is ensuring that each district in a geographical location shares in an appropriate allocation of IU classrooms. Some areas require districts to host a proportional share of classrooms. Other areas perform a financial calculation rather than requiring each district to host classrooms. In our area, we use the financial calculation.



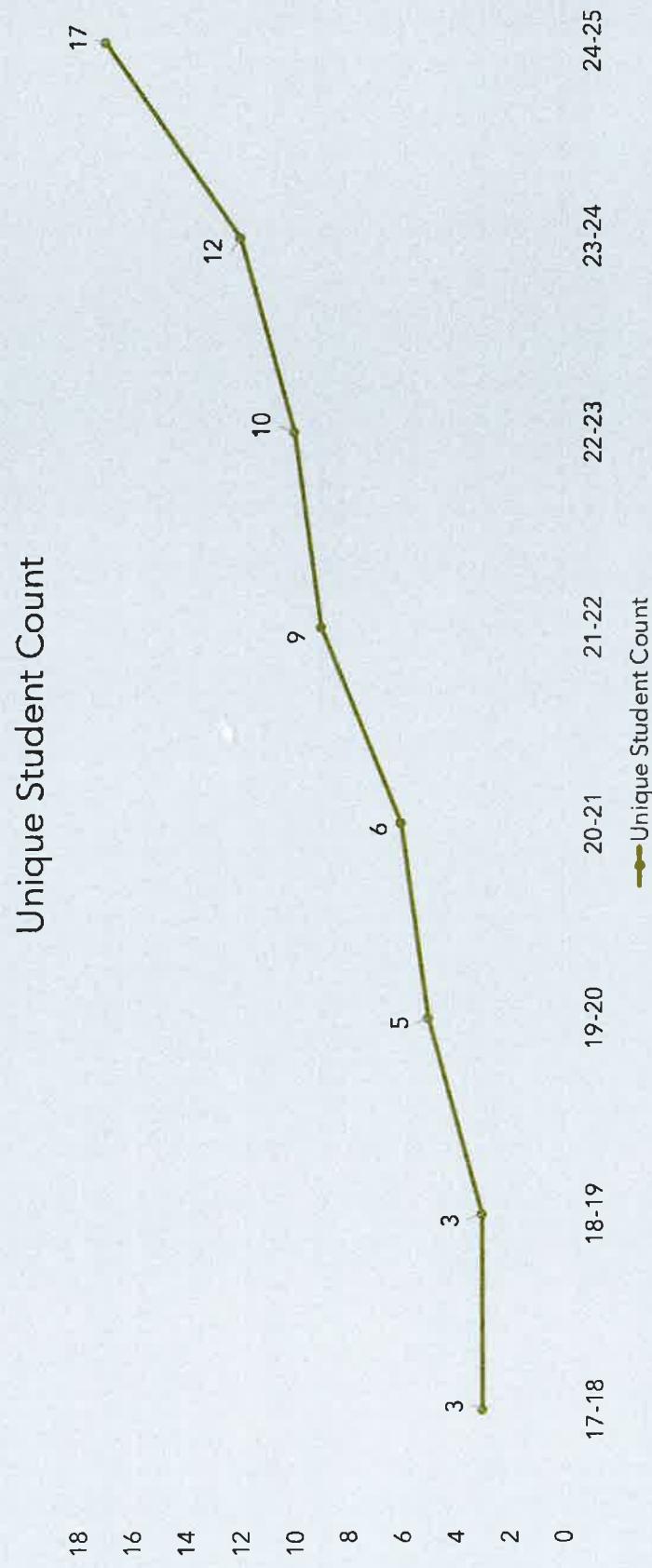
Fair Share – By Classroom

	Multiplier	Current	5% Increase	Difference from Current Rate
Autistic/Emotional	2.5	\$9,750	\$10,238	\$488
Multi-Disability	2	\$7,800	\$8,190	\$390
Life Skills	1.5	\$5,850	\$6,143	\$293
Learning Support	1	\$3,900	\$4,095	\$195
Base Amount		\$3,900	\$4,095	\$195

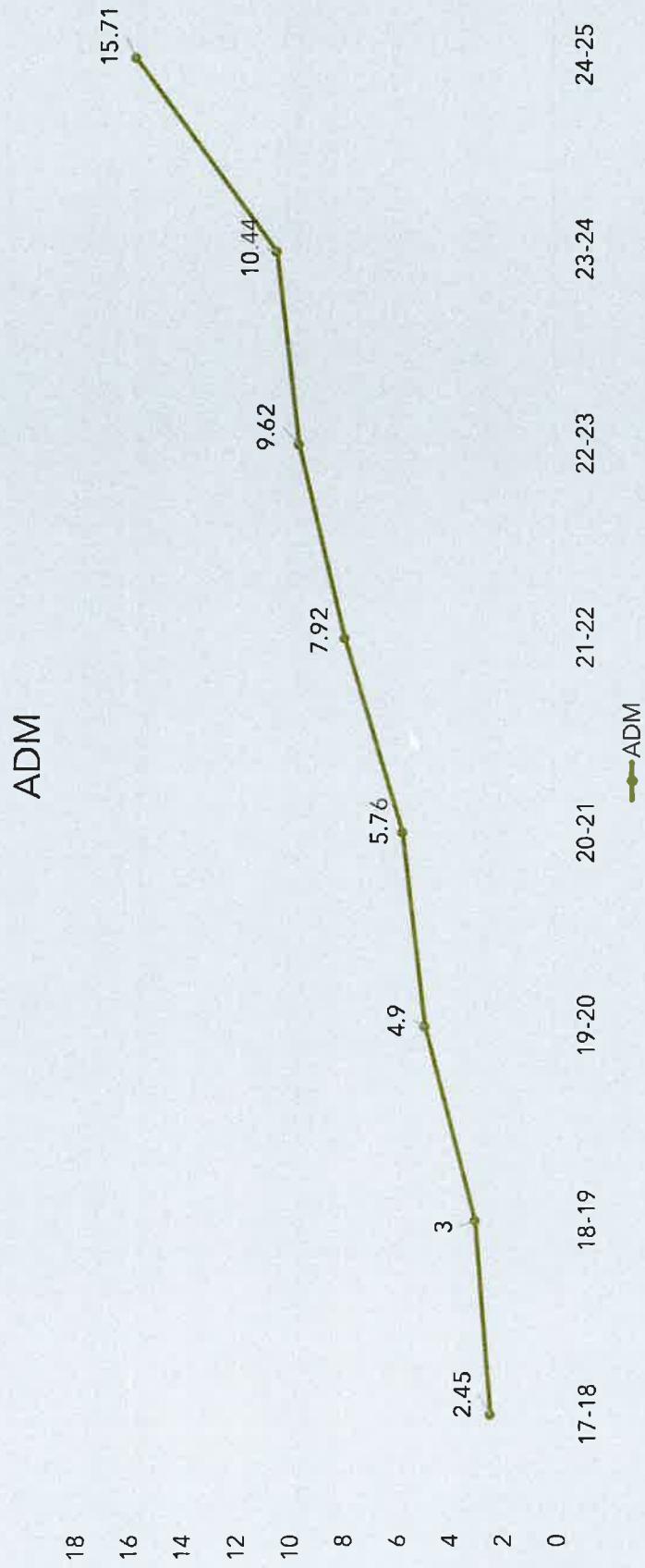
Financial Implications



IU Autistic Support History SWASD Student Counts



IU Autistic Support History SWASD Average Daily Membership (ADM)



IU Autistic Support History SWASD Total Cost



IU Autistic Support History

Calculation of Autistic Classroom Cost

Total expenses for **all** IU hosted autistic classrooms are accumulated

Not included are costs for:

- Autistic Coaching
- COTA
- Occupational Therapy
- Speech

Total number of days enrolled are accumulated for **all** students attending an IU hosted autistic classroom

Total expenses are divided by total number of student days to produce a daily rate

Note: In 2017-18, this calculation was done at each classroom level rather than IU wide. This created large disparities. (a teacher at top step with family health insurance vs a new teacher that opts out of health insurance)

Daily Rate is multiplied by each District's student's days to produce a cost to charge that District

IU Autistic Support History

SWASD 2024-2025 Autistic Classroom Cost

Student	Daily Rate	# of Days	Total Cost
Grade K	172.29	176	30,322.72
Grade K	172.29	176	30,322.72
Grade K	172.29	176	30,322.72
Grade K	172.29	176	30,322.72
Grade K	172.29	176	30,322.72
Grade K	172.29	58	9,922.72
Grade 1	172.29	176	30,322.72
Grade 1	172.29	176	30,322.72
Grade 1	172.29	176	30,322.72
Grade 2	172.29	176	30,322.72
Grade 2	172.29	176	30,322.72
Grade 2	172.29	176	30,322.72
Grade 4	172.29	67	11,543.31
Grade 5	172.29	176	30,322.72
Grade 5	172.29	176	30,322.72
Grade 6	172.29	176	30,322.72
Grade 7	172.29	176	30,322.72
Grade 8	172.29	180	31,011.88
Total Cost			446,570.99

IU Autistic Support History

Autistic Classroom Daily Rate

Year	Daily Rate	Change from PY
17-18	140.72 - 221.34	
18-19	158.37	
19-20	135.94 (COVID Shutdown)	\$(22.43) -14.17%
20-21	155.83	\$19.90 14.64%
21-22	156.50	\$0.67 0.43%
22-23	164.25	\$7.75 4.95%
23-24	172.45	\$8.20 4.99%
24-25	172.29	\$(0.16) -0.09%

Options for the SWASD Board to Consider.....

- Do nothing, move forward with the current program structure.
- Do a transfer of entity with some/all the classrooms.
- Host less classrooms.





**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2026**

GENERAL FUND - Checking Account

Book Balance December 31, 2025	7,508,962.35
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Receipts

Real Estate Taxes, Face	6111	209,141.90
Real Estate Taxes, Penalty	6311	20,690.91
Earned Income Tax, less Commission	6151	216,946.32
Real Estate Transfer Tax, less Commission	6153	37,776.79
Delinquent Tax Collection, less Commission	6411	19,933.48
Interest Income	6510	16,382.10
Boys Basketball Tickets	6712	5,715.00
Girls Basketball Tickets	6713	1,252.00
Wrestling Tickets	6714	517.00
Rental Income	6910	400.00
Attendance Fine	6999	132.44
	6999	72.67
Special Education Subsidy	7271	163,992.00
Title I	8514	17,831.67
Title II	8515	2,701.80
Title IV	8517	1,344.80
Fitness Sale	Offset Expenses	740.00
COBRA Payments	Offset Expenses	4,522.62
Wellness Incentives	Offset Expenses	375.00
Quarterly HI Premium Share	Offset Expenses	15,295.00
Clear 2024/25 Due to/from accounts	Due to/from accts	50,836.14
School Nutrition Program	Transfer to Café Fund	54,577.26
		841,176.90

Payments Issued in January 2026	<u>(2,391,453.25)</u>
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Book Balance January 31, 2026	<u>5,958,686.00</u>
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GENERAL FUND - PLGIT Investment Account

Book Balance December 31, 2025	2,158,869.77
Interest Income	6,960.42
Book Balance January 31, 2026	<u>2,165,830.19</u>

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2026**

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance December 31, 2025	7,840.32
Interest Income	15.18
Checks Issued in January 2026	<u>(3,371.64)</u>
Book Balance January 31, 2026	<u><u>4,483.86</u></u>

FOOD SERVICE FUND

Book Balance December 31, 2025	328,992.97
Interest Income	
Receipts	
Cafeteria Deposits	9,370.39
School Nutrition Program Funds	54,577.26
Interest Income	<u>684.83</u>
	<u><u>64,632.48</u></u>
Payments	
Checks Issued in January 2026	<u>(123,238.23)</u>
Book Balance January 31, 2026	<u><u>270,387.22</u></u>

CAPITAL RESERVE FUND

Book Balance December 31, 2025	1,505,651.49
Interest Income	3,707.54
Checks Issued in January 2026	<u>(16,749.75)</u>
Book Balance January 31, 2026	<u><u>1,492,609.28</u></u> *

*\$45,623 reserved for future Central Elem Playground Upgrades

STUDENT ACTIVITIES - CLUBS

Book Balance December 31, 2025	77,202.64
Receipts	3,958.36
Interest Income	192.69
Checks Issued in January 2026	<u>(6,905.31)</u>
Book Balance January 31, 2026	<u><u>74,448.38</u></u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance December 31, 2025	61,370.73
Receipts	12,751.25
Interest Income	149.72
Checks Issued in January 2026	<u>(14,285.20)</u>
Book Balance January 31, 2026	<u><u>59,986.50</u></u>

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2026**

DEBT SVC FUND - GO BOND 2023

Book Balance December 31, 2025	1,683,167.82
Interest Income	4,112.30
Checks Issued in January 2026	(135,746.86)
Book Balance January 31, 2026	<u><u>1,551,533.26</u></u>

DEBT SVC FUND - GO BOND 2024

Book Balance December 31, 2025	96.93
Interest Income	0.29
Checks Issued in January 2026	-
Book Balance January 31, 2026	<u><u>97.22</u></u>

BOARD SUMMARY
Fund: 10 - GENERAL FUND
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REGULAR PROGRAMS						
100 SALARIES	4,917,547.00	4,917,547.00	0.00	2,105,315.91	2,812,231.09	42.81
200 EMPLOYEE BENEFITS	3,375,469.00	3,375,469.00	0.00	1,773,565.21	1,601,903.79	52.54
300 PURCH PROF & TECH SVCS	23,046.00	23,046.00	0.00	6,083.38	16,962.62	26.40
400 PURCHASED PROPERTY SVCS	24,085.00	24,085.00	0.00	12,882.77	11,202.23	53.49
500 OTHER PURCHASED SVCS	993,936.00	993,936.00	0.00	529,365.45	464,570.55	53.26
600 SUPPLIES	168,822.00	168,822.00	0.00	148,325.96	20,496.04	87.86
700 PROPERTY	2,750.00	2,750.00	0.00	2,516.00	234.00	91.49
800 OTHER OBJECTS	10,794.00	10,794.00	0.00	3,799.07	6,994.93	35.20
Totals for 1100s	9,516,449.00	9,516,449.00	0.00	4,581,853.75	4,934,595.25	48.15
1200 SPECIAL PROGRAMS						
100 SALARIES	1,400,344.00	1,400,344.00	0.00	602,061.89	798,282.11	42.99
200 EMPLOYEE BENEFITS	881,864.00	881,864.00	0.00	413,076.96	468,787.04	46.84
300 PURCH PROF & TECH SVCS	777,200.00	777,200.00	0.00	476,104.35	301,095.65	61.26
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	8,197.00	8,197.00	0.00	790.00	7,407.00	9.64
600 SUPPLIES	21,309.00	21,309.00	0.00	14,863.25	6,445.75	69.75
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Totals for 1200s	3,094,184.00	3,094,184.00	0.00	1,506,896.45	1,587,287.55	48.70
1300 VOCATIONAL EDUCATION						
100 SALARIES	205,945.00	205,945.00	0.00	87,130.78	118,814.22	42.31
200 EMPLOYEE BENEFITS	142,532.00	142,532.00	0.00	71,685.41	70,846.59	50.29
300 PURCH PROF & TECH SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
400 PURCHASED PROPERTY SVCS	650.00	650.00	0.00	849.00	(199.00)	130.62
500 OTHER PURCHASED SVCS	246,300.00	246,300.00	0.00	0.00	246,300.00	0.00
600 SUPPLIES	21,627.00	21,627.00	0.00	10,281.41	11,345.59	47.54
Totals for 1300s	622,054.00	622,054.00	0.00	169,946.60	452,107.40	27.32

BOARD SUMMARY

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1400 OTHER INSTRUCTION						
100 SALARIES	122,852.00	122,852.00	0.00	63,647.65	59,204.35	51.81
200 EMPLOYEE BENEFITS	56,405.00	56,405.00	0.00	27,793.24	28,611.76	49.27
300 PURCH PROF & TECH SVCS	167,110.00	167,110.00	0.00	171,667.00	(4,557.00)	102.73
500 OTHER PURCHASED SVCS	206,500.00	206,500.00	0.00	79,039.72	127,460.28	38.28
600 SUPPLIES	2,000.00	2,000.00	0.00	4,222.13	(2,222.13)	211.11
800 OTHER OBJECTS	1,145.00	1,145.00	0.00	3,643.64	(2,498.64)	318.22
Totals for 1400s	556,012.00	556,012.00	0.00	350,013.38	205,998.62	62.95
2100 SUPPORT FOR STUDENTS						
100 SALARIES	322,569.00	322,569.00	0.00	125,379.28	197,189.72	38.87
200 EMPLOYEE BENEFITS	241,723.00	241,723.00	0.00	107,576.87	134,146.13	44.50
300 PURCH PROF & TECH SVCS	15,000.00	15,000.00	0.00	20,613.94	(5,613.94)	137.43
500 OTHER PURCHASED SVCS	500.00	500.00	0.00	0.00	500.00	0.00
600 SUPPLIES	11,339.00	11,339.00	0.00	5,857.60	5,481.40	51.66
800 OTHER OBJECTS	325.00	325.00	0.00	230.00	95.00	70.77
Totals for 2100s	591,456.00	591,456.00	0.00	259,657.69	331,798.31	43.90
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	274,956.00	274,956.00	0.00	158,282.06	116,673.94	57.57
200 EMPLOYEE BENEFITS	260,684.00	260,684.00	0.00	151,477.37	109,206.63	58.11
300 PURCH PROF & TECH SVCS	277,470.00	277,470.00	0.00	166,275.62	111,194.38	59.93
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	75.00	4,925.00	1.50
500 OTHER PURCHASED SVCS	29,879.00	29,879.00	0.00	10,225.17	19,653.83	34.22
600 SUPPLIES	44,051.00	44,051.00	0.00	28,920.36	15,130.64	65.65
700 PROPERTY	115,231.00	115,231.00	0.00	72,670.45	42,560.55	63.07
Totals for 2200s	1,007,271.00	1,007,271.00	0.00	587,926.03	419,344.97	58.37
2300 ADMINISTRATION						
100 SALARIES	726,772.00	726,772.00	0.00	437,147.59	289,624.41	60.15
200 EMPLOYEE BENEFITS	652,154.00	652,154.00	0.00	425,661.11	226,492.89	65.27

BOARD SUMMARY

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCH PROF & TECH SVCS	100,700.00	100,700.00	0.00	73,483.13	27,216.87	72.97
500 OTHER PURCHASED SVCS	22,310.00	22,310.00	0.00	13,436.32	8,873.68	60.23
600 SUPPLIES	23,943.00	23,943.00	0.00	15,262.88	8,680.12	63.75
800 OTHER OBJECTS	15,425.00	15,425.00	0.00	14,568.76	856.24	94.45
Totals for 2300s	1,541,304.00	1,541,304.00	0.00	979,559.79	561,744.21	63.55
2400 PUPIL HEALTH						
100 SALARIES	133,631.00	133,631.00	0.00	61,142.30	72,488.70	45.75
200 EMPLOYEE BENEFITS	122,278.00	122,278.00	0.00	69,022.60	53,255.40	56.45
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	4,000.00	1,100.00	78.43
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	6,109.00	6,109.00	0.00	3,649.58	2,459.42	59.74
Totals for 2400s	267,696.00	267,696.00	0.00	137,814.48	129,881.52	51.48
2500 BUSINESS OFFICE						
100 SALARIES	185,501.00	185,501.00	0.00	106,795.05	78,705.95	57.57
200 EMPLOYEE BENEFITS	144,131.00	144,131.00	0.00	88,219.84	55,911.16	61.21
300 PURCH PROF & TECH SVCS	23,895.00	23,895.00	0.00	18,254.98	5,640.02	76.40
400 PURCHASED PROPERTY SVCS	2,440.00	2,440.00	0.00	1,478.43	961.57	60.59
500 OTHER PURCHASED SVCS	13,500.00	13,500.00	0.00	2,886.46	10,613.54	21.38
600 SUPPLIES	3,266.00	3,266.00	0.00	2,198.33	1,067.67	67.31
Totals for 2500s	372,733.00	372,733.00	0.00	219,833.09	152,899.91	58.98
2600 PLANT SERVICES						
100 SALARIES	742,972.00	742,972.00	0.00	395,017.17	347,954.83	53.17
200 EMPLOYEE BENEFITS	596,379.00	596,379.00	0.00	335,570.53	260,808.47	56.27
400 PURCHASED PROPERTY SVCS	286,622.00	286,622.00	0.00	235,424.52	51,197.48	82.14
500 OTHER PURCHASED SVCS	139,976.00	139,976.00	0.00	127,841.76	12,134.24	91.33
600 SUPPLIES	422,789.00	422,789.00	0.00	281,793.30	140,995.70	66.65
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

BOARD SUMMARY

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	200.00	0.00	100.00
Totals for 2600s	2,190,438.00	2,190,438.00	0.00	1,375,847.28	814,590.72	62.81
2700 STUDENT TRANSPORTATION						
100 SALARIES	27,360.00	27,360.00	0.00	9,183.50	18,176.50	33.57
200 EMPLOYEE BENEFITS	11,395.00	11,395.00	0.00	3,809.43	7,585.57	33.43
300 PURCH PROF & TECH SVCS	2,678.00	2,678.00	0.00	2,785.12	(107.12)	104.00
500 OTHER PURCHASED SVCS	376,550.00	376,550.00	0.00	152,423.72	224,126.28	40.48
600 SUPPLIES	75,000.00	75,000.00	0.00	19,632.15	55,367.85	26.18
Totals for 2700s	492,983.00	492,983.00	0.00	187,833.92	305,149.08	38.10
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	39,515.90	(39,515.90)	0.00
Totals for 3100s	0.00	0.00	0.00	39,515.90	(39,515.90)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	318,601.00	318,601.00	0.00	146,510.81	172,090.19	45.99
200 EMPLOYEE BENEFITS	137,441.00	137,441.00	0.00	53,706.60	83,734.40	39.08
300 PURCH PROF & TECH SVCS	84,935.00	84,935.00	0.00	55,880.20	29,054.80	65.79
400 PURCHASED PROPERTY SVCS	13,000.00	13,000.00	0.00	7,700.00	5,300.00	59.23
500 OTHER PURCHASED SVCS	60,193.00	60,193.00	0.00	40,609.96	19,583.04	67.47
600 SUPPLIES	49,922.00	49,922.00	0.00	82,151.12	(32,229.12)	164.56
700 PROPERTY	0.00	0.00	0.00	(1,944.19)	1,944.19	0.00
800 OTHER OBJECTS	34,123.00	34,123.00	0.00	21,698.06	12,424.94	63.59
Totals for 3200s	698,215.00	698,215.00	0.00	406,312.56	291,902.44	58.19
3300 COMMUNITY SERVICES						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	417.00	417.00	0.00	0.00	417.00	0.00
500 OTHER PURCHASED SVCS	16,750.00	16,750.00	0.00	0.00	16,750.00	0.00
Totals for 3300s	18,167.00	18,167.00	0.00	0.00	18,167.00	0.00
4600 4600						

BOARD SUMMARY

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
700 PROPERTY	0.00	0.00	0.00	467,396.00	(467,396.00)	0.00
Totals for 4600s	0.00	0.00	0.00	467,396.00	(467,396.00)	0.00
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	568,548.77	(566,548.77)	28427.44
900 OTHER USES OF FUNDS	1,598,025.00	1,598,025.00	0.00	0.00	1,598,025.00	0.00
Totals for 5100s	1,600,025.00	1,600,025.00	0.00	568,548.77	1,031,476.23	35.53
5200 FUND TRANSFERS						
800 OTHER USES OF FUNDS	383,400.00	383,400.00	0.00	0.00	383,400.00	0.00
Totals for 5200s	383,400.00	383,400.00	0.00	0.00	383,400.00	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Totals for 5900s	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Expenditure Totals	23,052,387.00	23,052,387.00	0.00	11,838,955.69	11,213,431.31	51.36
Fund 10 Totals						
Total Expenditure	20,968,962.00	20,968,962.00	0.00	11,270,406.92	9,698,555.08	53.75
Total Other Expenditure	2,083,425.00	2,083,425.00	0.00	568,548.77	1,514,876.23	27.29
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

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds	20,968,962.00	20,968,962.00	0.00	11,270,406.92	9,698,555.08	53.75
Total Expenditure						
Total Other Expenditure	2,083,425.00	2,083,425.00	0.00	568,548.77	1,514,876.23	27.29
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

Condensed Board Summary Report

Fund: 10
 From 07/01/2025 To 06/30/2026
 Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6111	GENERAL FUND - REAL ESTATE TAX	(6,224,160.00)	(6,176,424.73)	(6,176,424.73)	0.00	(47,735.27)	99.23
6112	GENERAL FUND - INTERIM REAL ESTATE TAXES	0.00	(640.86)	(640.86)	0.00	640.86	0.00
6113	GENERAL FUND - PUBLIC UTILITY REALTY	(8,000.00)	(8,651.45)	(8,651.45)	0.00	651.45	108.14
6114	GENERAL FUND - PMTS IN LIEU OF TAXES	(37,095.00)	(11,425.89)	(11,425.89)	0.00	(25,669.11)	30.80
6151	GENERAL FUND - EARNED INCOME TAX	(2,625,000.00)	(1,701,603.72)	(1,701,603.72)	0.00	(923,396.28)	64.82
6153	GENERAL FUND - REAL ESTATE TRANSFER	(160,000.00)	(95,110.64)	(95,110.64)	0.00	(64,889.36)	59.44
6211	GENERAL FUND - DISCOUNTS REAL ESTATE	103,996.00	104,222.06	104,222.06	0.00	(226.06)	100.22
6212	GENERAL FUND - DISCOUNTS INTERIM RE TAXES	0.00	2.64	2.64	0.00	(2.64)	0.00
6311	GENERAL FUND - PENALTIES REAL ESTATE	(20,494.00)	(22,714.31)	(22,714.31)	0.00	2,220.31	110.83
6312	GENERAL FUND - PENALTIES INTERIM RE	0.00	(22.88)	(22.88)	0.00	22.88	0.00
6411	GENERAL FUND - DELINQUENT REAL ESTATE	(375,000.00)	(205,901.13)	(205,901.13)	0.00	(169,098.87)	54.91
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(325,000.00)	(108,914.19)	(108,914.19)	0.00	(216,085.81)	33.51
6711	GENERAL FUND - FOOTBALL SALES	(21,500.00)	(17,098.00)	(17,098.00)	0.00	(4,402.00)	79.53
6712	GENERAL FUND - BOYS BB SALES	(8,500.00)	(7,114.00)	(7,114.00)	0.00	(1,386.00)	83.69
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(4,100.00)	(4,100.00)	0.00	(900.00)	82.00
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	(1,218.00)	(1,218.00)	0.00	(782.00)	60.90
6724	GENERAL FUND - GIRLS VOLLEYBALL SALES	(2,000.00)	(5,091.00)	(5,091.00)	0.00	3,091.00	254.55
6832	GENERAL FUND - FEDERAL IDEA PASS THRU	(224,201.00)	(175,275.16)	(175,275.16)	0.00	(48,925.84)	78.18
6833	GENERAL FUND - FEDERAL ARP ACT IDEA PASSTHROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6910	GENERAL FUND - RENTALS	(3,000.00)	(2,700.00)	(2,700.00)	0.00	(300.00)	90.00
6920	GENERAL FUND - PRIVATE SOURCE DONATION	(10,000.00)	(11,526.00)	(11,526.00)	0.00	1,526.00	115.26
6941	GENERAL FUND - TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6944	GENERAL FUND - TUITION FROM OTHER LEAS	(10,000.00)	0.00	0.00	0.00	(10,000.00)	0.00
6961	GENERAL FUND - TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
6990	GENERAL FUND - MISC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00

Condensed Board Summary Report

Fund: 10
 From 07/01/2025 To 06/30/2026
 Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6991	GENERAL FUND - REFUNDS OF PY EXPENDITURES	0.00	(6,773.73)	(6,773.73)	0.00	6,773.73	0.00
6992	GENERAL FUND - ENERGY INCENTIVE REBATE	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
6999	GENERAL FUND - MISCELLANEOUS REVENUE	(1,000.00)	(3,078.58)	(3,078.58)	0.00	2,078.58	307.86
7111	GENERAL FUND - BEF FORMULA	(7,326,447.00)	(3,295,491.00)	(3,295,491.00)	0.00	(4,030,956.00)	44.98
7144	GENERAL FUND - CYBER CHARTER TRANSITION	0.00	0.00	0.00	0.00	0.00	0.00
7160	GENERAL FUND - SECTION 1305/1306	0.00	0.00	0.00	0.00	0.00	0.00
7271	GENERAL FUND - SPECIAL EDUCATION SUBSIDY	(1,094,152.00)	(655,968.00)	(655,968.00)	0.00	(438,184.00)	59.95
7299	GENERAL FUND - PRR	0.00	0.00	0.00	0.00	0.00	0.00
7311	GENERAL FUND - SD Transportation	(267,247.00)	(146,987.00)	(146,987.00)	0.00	(120,260.00)	55.00
7312	GENERAL FUND - N P Transportation	0.00	0.00	0.00	0.00	0.00	0.00
7320	GENERAL FUND - BLDG REIMB SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00
7330	GENERAL FUND - HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
7331	GENERAL FUND - HEALTH SERVICES	(20,000.00)	0.00	0.00	0.00	(20,000.00)	0.00
7332	GENERAL FUND - FEMININE HYGIENE PRODUCT FUNDING	0.00	0.00	0.00	0.00	0.00	0.00
7340	GENERAL FUND - PROPERTY TAX REDUCTION	(981,794.00)	(981,793.62)	(981,793.62)	0.00	(0.38)	100.00
7350	GENERAL FUND - SCHOOL FACILITY IMP SUBSIDIES	0.00	0.00	0.00	0.00	0.00	0.00
7360	GENERAL FUND - SAFE SCHOOLS GRANTS	(65,699.00)	0.00	0.00	0.00	(65,699.00)	0.00
7361	GENERAL FUND - SCHOOL SAFETY SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7362	GENERAL FUND - SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANTS	0.00	(36,275.50)	(36,275.50)	0.00	36,275.50	0.00
7369	GENERAL FUND - OTHER SAFESCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7531	GENERAL FUND - RTL Foundation	(228,011.00)	0.00	0.00	0.00	(228,011.00)	0.00
7532	GENERAL FUND - RTL Adequacy	(369,172.00)	0.00	0.00	0.00	(369,172.00)	0.00
7599	GENERAL FUND - OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
7810	GENERAL FUND - SS & MEDICARE INCOME	(424,898.00)	(46,201.48)	(46,201.48)	0.00	(378,696.52)	10.87
7820	GENERAL FUND - RETIREMENT INCOME	(1,913,095.00)	(224,850.79)	(224,850.79)	0.00	(1,688,244.21)	11.75

Condensed Board Summary Report

Fund: 10
 From 07/01/2025 To 06/30/2026
 Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8390	GENERAL FUND - RESTRICTED FED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
8514	GENERAL FUND - TITLE I	(268,252.00)	(58,137.02)	(58,137.02)	0.00	(210,114.98)	21.67
8515	GENERAL FUND - TITLE II	(34,325.00)	(8,105.40)	(8,105.40)	0.00	(26,219.60)	23.61
8517	GENERAL FUND - TITLE IV	(23,460.00)	657.60	657.60	0.00	(24,117.60)	(2.80)
8751	GENERAL FUND - ARP ESSER LEARNING LOSS	0.00	0.00	0.00	0.00	0.00	0.00
8752	GENERAL FUND - ARP ESSER SUMMER PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
8753	GENERAL FUND - ARP ESSER AFTERSCHOOL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
8810	GENERAL FUND - MEDICAL ASSISTANCE	0.00	0.00	0.00	0.00	0.00	0.00
9120	GENERAL FUND - PROCEEDS REFUNDING LTD	0.00	0.00	0.00	0.00	0.00	0.00
9400	GENERAL FUND - SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
9990	GENERAL FUND - INSURANCE RECOVERIES	0.00	(1,344.69)	(1,344.69)	0.00	1,344.69	0.00
Fund 10 Totals							
	Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
	Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	(22,977,506.00)	(13,914,311.78)	(13,914,311.78)	0.00	(9,063,194.22)	60.56
	Total Other Revenue	0.00	(1,344.69)	(1,344.69)	0.00	1,344.69	0.00
		(22,977,506.00)	(13,915,656.47)	(13,915,656.47)	0.00	(9,061,849.53)	

Condensed Board Summary Report

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	(22,977,506.00)	(13,914,311.78)	(13,914,311.78)	0.00	(9,063,194.22)	60.56
Total Other Revenue	0.00	(1,344.69)	(1,344.69)	0.00	1,344.69	0.00
	(22,977,506.00)	(13,915,656.47)	(13,915,656.47)	0.00	(9,061,849.53)	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund

Payment Dates: 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000026011	01/21/2026	ELAN FINANCIAL SERVICES	GENERAL SUPPLIES		3,762.02
0000026012	01/21/2026	CINTAS	GENERAL SUPPLIES		134.02
0000026013	01/21/2026	CODE COMBAT INC	GENERAL SUPPLIES		700.00
0000026014	01/21/2026	COMPU-GEN TECHNOLOGIES INC	TECH SERVICE	Dues and Fees	4,460.28
0000026015	01/21/2026	KYLE ESSICK			48.61
0000026016	01/21/2026	GRAND RENTAL STATION		Repairs & Maintenance	109.00
0000026017	01/21/2026	JOHNSON CONTROLS BUILDING SOLUTIONS LLC		Repairs & Maintenance	16,627.50
0000026018	01/21/2026	ANITA LEAHY	GENERAL SUPPLIES		84.81
0000026019	01/21/2026	MARKET STREET AUTO REPAIR LLC		Repairs & Maintenance	409.08
0000026020	01/21/2026	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		1,491.75
0000026021	01/21/2026	J. W. PEPPER & SON INC	GENERAL SUPPLIES		677.58
0000026022	01/21/2026	PMEA DISTRICT 9		Region IV Chorus	190.00
0000026023	01/21/2026	PPL ELECTRIC UTILITIES		Electricity	19,786.27
0000026024	01/21/2026	PAYROLL FUND		GROSS 1-23-26	496,318.26
0000026025	01/21/2026	RANKIN GROUP		Repairs & Maintenance	500.00
0000026026	01/21/2026	REYNOLDS ENERGY SERVICES INC		GEESA HS Project	288,258.00
0000026027	01/21/2026	RIVER ROCK ACADEMY LLC		Alternative Ed	8,863.56
0000026028	01/21/2026	RYNHART MUSIC ENTERPRISES LLC		Band Repair	358.00
0000026029	01/21/2026	ROBERT M. SIDES INC.	GENERAL SUPPLIES		24.28
0000026030	01/21/2026	UPMC		Therapy Services	4,228.58
0000026031	01/21/2026	WEBB WEEKLY		Advertising	142.50

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Amount
0000026032	01/21/2026	WMWA	Water	1,184.12
0000026033	01/21/2026	WOLFPACK WRESTLING BOOSTER CLUB	Wrestling Tournament	350.00
0000026034	01/21/2026	J. W. PEPPER & SON INC	GENERAL SUPPLIES	292.99
0000026035	01/29/2026	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS	2,350.00
0000026036	01/29/2026	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL	964.82
0000026037	01/29/2026	CINTAS	GENERAL SUPPLIES	311.53
0000026038	01/29/2026	CM REGENT LLC	Life Insurance Premiums	775.81
0000026039	01/29/2026	HUMMER TURFGRASS SYSTEMS INC	Repairs & Maintenance	13,780.00
0000026040	01/29/2026	HURWITZ BATTERIES	GENERAL SUPPLIES	149.63
0000026041	01/29/2026	LCBDA	Band Festival	225.00
0000026042	01/29/2026	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance	1,104.08
0000026043	01/29/2026	NITTANY LEARNING SERVICES	Title I Support	37,610.00
0000026044	01/29/2026	PSBA INSURANCE	Unemployment Claims	5,880.85
0000026045	01/29/2026	PA FCCLA TREASURER	FCCLA Registration Fee	1,590.00
0000026046	01/29/2026	PMEA DISTRICT 9	Choral Festival	20.00
0000026047	01/29/2026	SHI INTERNATIONAL CORP	HP Toners	7,765.14
0000026048	01/29/2026	ROBERT M. SIDES INC.	Band Repair	304.00
0000026049	01/29/2026	UPMC	Athletic Trainer	6,957.40
0000026050	01/29/2026	WEATHERPROOFING TECHNOLOGIES	Repairs & Maintenance	2,706.80
*	0000026050	01/25/2026	HSA Fee for Dec 2025	228.25

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

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Amount
* 000E262632	01/26/2026	UNITED CONCORDIA COMPANIES INC	Dental Claims	359.68
* 000E262633	02/03/2026	PSERS	Employer POS	307.60
* 000E262634	02/03/2026	PSERS	Employer POS	481.94
* 000E262635	02/02/2026	WOODLANDS BANK	Wire Transfer Fee	25.00
* 000E262636	02/02/2026	LYCOMING COUNTY INSURANCE CONSORTIUM	Jan 26 Health Insurance Premiums	204,774.05
* 000E262637	01/30/2026	CAFETERIA FUND	Dec 25 Meal Claims Subsidy	54,477.26
* 000E262638	01/30/2026	CAFETERIA FUND	Dec 25 Meal Claims Subsidy	100.00
10 - GENERAL FUND				1,192,250.05
Grand Total All Funds				1,192,250.05
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				260,753.78
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				931,496.27
Grand Total Virtual Payments				0.00
Grand Total All Payments				1,192,250.05

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

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000006456	01/21/2026	NUTRITION INC	Nutrition Sales		26,113.58
0000006457	01/21/2026	PAYROLL FUND	GROSS 1-23-26	ER REITRE 1-23-26	8,437.58
0000006458	01/21/2026	ELAN FINANCIAL SERVICES	GENERAL SUPPLIES		14.71

50 - FOOD SERVICE FUND

Grand Total All Funds	34,565.87
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	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	34,565.87

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

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE Payment Dates: 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001527	01/21/2026	LEZZER LUMBER CO	Wood/Metal Doors for HS		11,946.00
0000001528	01/29/2026	ELA GROUP INC	Track/Turf Field		4,803.75

22 - CAPITAL RESERVE FUND

Grand Total All Funds	16,749.75
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	16,749.75
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	16,749.75

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO23 - GO BOND 2023 Payment Dates: 01/21/2026 - 02/04/2026

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

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Amount
0000001105	01/29/2026	QUALITY AIR MECHANICAL INC	Central Elem Project	75,869.79
0000001106	01/29/2026	J C ORR & SON INC	Central Elem Project	10,259.82
0000001107	01/29/2026	SILVERTIP INC	Central Elem Project	1,087.57
0000001108	01/29/2026	SITELOGIQ CONSTRUCTION MANAGEMENT	Central Elem Project	2,767.50
0000001109	01/29/2026	THE SIGN SHOP	Central Elem Project	280.00
			41 - DEBT SERVICE FUND	90,264.68
			Grand Total All Funds	90,264.68
			Grand Total Credit Cards	0.00
			Grand Total Direct Deposits	0.00
			Grand Total Manual Checks	90,264.68
			Grand Total Other Disbursement Non-negotiables	0.00
			Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
			Grand Total Regular Checks	0.00
			Grand Total Virtual Payments	0.00
			Grand Total All Payments	90,264.68

Regular Meeting

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

Official Record

January 26, 2026

The regular meeting of the South Williamsport Area School Board was called to order at 6:00 PM in the Large Group Instruction Room in the Junior Senior High School by the President, Todd Engel.

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

Board Members Present: Mr. Ben Brigandi, Dr. Summer Bukeavich, Mr. Todd Engel, Dr. Kimberly Kohler, Mr. Steve Rupert, and Mr. Jason Young.

Others Present: Dwight Woodley – Director of IT/Innovative Learning, Technology, Bill Reifsnyder – Director of Buildings and Grounds, Eric Briggs – Superintendent, Jamie Mowrey – Business Manager, and Fred Holland – Solicitor.

Visitors: Andy Brown, Sara Engel, Melissa Lawson, Matt Courier - SunGazette.

DISCUSSION ITEMS

DEBT PRESENTATION & FUNDING SOURCES FOR UPCOMING PROJECTS

Mrs. Audrey Bear, Managing Director of Piper Sandler & Co., presented hypothetical borrowing scenarios of \$2,660,000; \$3,710,000; \$5,000,000; and \$8,870,000. The budget impact of those borrowings varies from \$105,552.08 to \$358,072.92 in 2026-2027 and \$19,035.42 to \$69,539.58 in 2027-2028.

Mrs. Jamie Mowrey, Business Manager, presented various funding sources that the District could use for future capital projects.

SUBDIVISION AND SALE OF LAND

Dr. Eric Briggs, Superintendent, led a discussion about the possibility of subdividing and selling some of the wooded area that the District owns along West 8th Avenue.

REAL ESTATE TAX COLLECTION

Mrs. Jamie Mowrey, Business Manager, discussed a proposal from Keystone Collections Group to collect Real Estate Taxes in the municipalities that don't have elected tax collectors – Armstrong Township, Duboistown Township, and South Williamsport Borough. Susquehanna Township has an elected tax collector and will not be part of a potential agreement with Keystone Collections Group.

ACTION ITEMS

TREASURER'S REPORT

A motion to approve the December 2025 Treasurer's Report was moved by Rupert, seconded by Kohler. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

APPROVE BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$1,195,656.30, Food Service Fund in the amount of \$88,672.36, and GO Bond 2023 in the amount of \$45,482.18 as funds become available was moved by Brigandi, seconded by Rupert. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

MINUTES

A motion to approve the minutes of January 12, 2026, as written was moved by Young, seconded by Bukeavich. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

CENTRAL ELEMENTARY PLAYGROUND

A motion to approve the purchase of \$123,893.00 for items related to the Central Elementary Playground from George Ely Associates, using \$70,000 in PTO donations and the remainder from the Capital Reserve Fund was moved by Rupert, seconded by Young. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

GYMNASIUM SCOREBOARD/SHOT CLOCK

A motion to approve the seven-year contract with Digital Scoreboard to purchase 2 new scoreboards for the high school gymnasium at a cost of \$25,000 annually, plus the purchase of shot clocks, LED backboard lights, and a 15' scoretable at an additional cost of \$36,700 was moved by Young, seconded by Engel. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

FACILITY IMPROVEMENT GRANT

A motion to approve a resolution to file a Commonwealth Financing Authority Public School Facility Improvement Grant Fund Grant Request with the Pennsylvania Department of Community and Economic Development was moved by Rupert, seconded by Engel. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

CHANGE ORDERS

A motion to approve the following change orders for the Central Elementary Project was moved by Brigandi, seconded by Kohler.

- HVAC Contract (H-017) – addition of 4th gas valve - \$4,322.39
- HVAC Contract (H-018) – addition of volume dampers and outlet - \$1,115.46

Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

IDEA-SECTION 619 AGREEMENT WITH BLAST IU

A motion to approve the IDEA-Section 619 agreement with Blast IU #17 for the 2025-2026 school year in the amount of \$2,800 was moved by Young, seconded by Brigandi. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

APPROVE POLICIES – SECOND READING

A motion to approve the second reading of Policy No. 105.2 – Exemption from Instruction, Policy No. 122 – Extracurricular Activities, Policy No. 122.1 – Non-Curriculum Related Non-School Sponsored, Student Initiated Groups, and Policy No. 816 – District Social Media was moved by Rupert, seconded by Engel. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

OVERNIGHT FIELD TRIP REQUEST

A motion to approve Robyn Rummings's overnight field trip request to take one chorus student to Northwest High School on February 18-20, 2026, for the PMEA Region IV Choral Festival was moved by Young, seconded by Bukeavich. Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

EMPLOYMENT – INFORMATIONAL

Dr. Briggs accepted letters of resignation from the following employees:

- Johnna Harper from her Elementary School Counselor position effective June 5, 2026
- Kevin Hayes from his 4th Grade Teacher position, for retirement purposes, effective June 5, 2026
- Anita Leahy from her 6th Grade Teacher position, for retirement purposes, effective June 5, 2026
- Chris Vanaskie from his Boys Soccer Head Coach position effective December 10, 2025

EMPLOYMENT

A motion to approve the following employment was moved by Rupert, seconded by Young.

MENTOR – Hailey Carson as a teacher mentor for Rhandie Jessell for the remainder of the 2025-2026 school year at a prorated stipend of \$250.

PART-TIME CUSTODIAN – Joseph Eckard as a part-time custodial employee at a rate of \$14.00 per hour in accordance with the American Federation of State County and Municipal Employees (AFSCME) Agreement effective January 27, 2026 or when clearances are received.

Roll call: Brigandi-yes, Bukeavich-yes, Engel-yes, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

2026-2027 SCHOOL DISTRICT CALENDAR – FIRST READING

A motion to approve the first reading of the District's 2026-2027 school calendar was moved by Bukeavich, seconded by Brigandi. Roll call: Brigandi-yes, Bukeavich-yes, Engel-no, Kohler-yes, Rupert-yes, and Young-yes; motion carried.

EXECUTIVE SESSION

There will be an executive session after the meeting regarding negotiations; no action to follow.

A motion to adjourn the meeting was made by Young, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 7:19 PM.

Attest



Jamie Mowrey
Board Secretary

AGREEMENT

THIS AGREEMENT, entered this _____ day of _____ 2026, by and between South Williamsport Area School District, a school district created and existing under the laws of the Commonwealth of Pennsylvania, located at 515 West Central Avenue, South Williamsport, Lycoming County, Pennsylvania, 17702-7206 (hereinafter "Taxing Authority") and KRATZENBERG & ASSOCIATES, INC. d/b/a KEYSTONE COLLECTIONS GROUP (hereinafter "Collector") located at 546 Wendel Road, Irwin, Westmoreland County, Pennsylvania, 15642.

WHEREAS, the Commonwealth of Pennsylvania authorizes SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT to levy, assess and collect a real estate tax;

WHEREAS, the Taxing Authority, by ordinance or resolution has officially designated Collector as its deputy tax collector for the exclusive collection of current real estate taxes for its property owners;

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, mutually promise, covenant and agree as follows:

1. Designation of Deputy Tax Collector

The Taxing Authority does hereby designate Collector as its deputy tax collector to bill and collect current real estate taxes owed to the Taxing Authority by its property owners during the term period detailed below.

2. Term

From the effective date of this Agreement and continuing thereafter for a period of at least four (4) years, Collector shall render tax collection services, for and on behalf of the Taxing Authority in connection with the exclusive collection of all current taxes enumerated in the preamble of this Agreement and levied by the Taxing Authority pursuant to applicable Pennsylvania law, statute, ordinance or resolution and all regulations promulgated thereunder. This Agreement shall automatically renew for additional four (4) year terms unless and until either of the parties hereto shall terminate this Agreement as of any anniversary date by sending to the other party a written notice of termination at least ninety (90) days prior to any such anniversary date.

3. Collector's Services and Compensation

Collector shall provide tax collection services to the Taxing Authority and, in turn, the Taxing Authority agrees to compensate Collector for such services, as follows:

(A) Collector shall, upon execution of this Agreement, render its collection services to, for and on behalf of the Taxing Authority. Collector's services shall include, but not necessarily be limited to, preparation and mailing current real estate bills/notice/forms and collection and remittance of such taxes to Taxing Authority, preparation of any necessary reports to Taxing Authority and/or the Pennsylvania Department of Community and Economic Development.

(B) The compensation rates herein shall be the below-noted rates:

Current Real Estate	\$1.50 per tax duplicate, plus actual postage
Installment Payments	\$0.50 per installment payment
Reminder Notice	\$0.50 per notice, plus actual postage

Note: Once the first installment payment is remitted the compensation rate for all subsequent installments shall be assessed against all installment periods regardless of payment by the taxpayer.

(C) Collector agrees to prepare and print the current real estate tax bills, based upon printing information and data to be provided and updated annually by the (County(ies) Name) assessor(s) and the Taxing Authority. Collector further agrees to provide the forms, envelopes, or other printed matter necessary to collect these taxes. Collector also agrees to:

- (i.) Convert the tax files from the existing source that maintains the information to Collector's own files on an annual basis;
- (ii.) Maintain the tax files on a regular basis based upon account adjustment dates provided by the Lycoming County assessor(s) or Taxing Authority, including but not limited to periodic updating to reflect exonerations, new assessments and millage increases or decreases;
- (iii.) Post and remit payments pursuant to Section 5 below, and report the taxes collected on a monthly basis;

- (iv.) Provide “Tax Certification” service. This service will be provided to the requesting party for Collector’s usual and customary rate, said fees to be retained by Collector. Parties agree that Collector shall be the exclusive provider of this service. Tax Certification fees are subject to change from time to time at the discretion of Collector;
- (v.) Forward to the delinquent real estate tax collector or tax claim bureau all accounts which are delinquent and unpaid in a timely manner as set forth by law;
- (vi.) Report to the Taxing Authority on a monthly basis the tax collection detail including account number, payment date, receipt number and amount of tax collected in accordance with the remittance of taxes collected as set forth above. Further, Collector shall invoice Taxing Authority for any fees, postage or costs to be paid within thirty (30) days; and
- (vii.) Collector will comply with all current and future laws relating to the collection of the specific taxes enumerating in the Preamble to this Agreement.

(D) If the scope of services is to be expanded by request of the Taxing Authority to include additional tasks or services not originally contemplated by this Agreement, Collector reserves the right to negotiate additional reasonable compensation for such services. Any such additional tasks or services and compensation therefor shall be set forth in an addendum to this Agreement signed by the parties.

3. Reasonable Cooperation

(A) Taxing Authority shall provide such tax data, assistance and cooperation as are reasonably required by Collector to obtain all tax records and related data and other information and data as may be reasonably required by Collector to fulfill its obligations hereunder.

Moreover, tax data shall be supplied in a standard electronic format and shall contain parcel identification number, property address, owner name, mailing address, assessment amount, etc. In the event that the data does not comply with either of these requirements, or Collector determines that the data cannot be readily relied upon, Collector shall retain the ability to void this Agreement or charge an additional fee to obtain the appropriate data to fulfill its obligations under the contract.

(B) Taxing Authority shall provide to Collector all applicable tax millage and/or rates at least forty-five (45) days in advance of an anticipated bill mailing date. Taxing Authority agrees that Collector shall be held harmless if tax bills are not mailed timely as a result of the Taxing authority's failure to timely provide tax millage and/or rates as described herein.

(C) Collector agrees to make available to any accountant, firm of accountants or auditor appointed by the taxing jurisdiction, the relevant books and records relating to the collection of Taxing Authority's taxes by Collector and procedures relating to such collection, and agrees to be present and to participate in such audit at Collector's headquarters, provided that such audit shall be performed at a mutually convenient time.

(D) Any surety bonding required under this Agreement shall be provided by the Taxing Authority. Collector shall cooperate fully with the Taxing Authority in its application for such required surety bonding. Proof of bonding shall be supplied to Collector upon request.

5. Transfer of Collected Tax Revenues, Reporting and Statement for Services Rendered

Collector shall remit current general real estate tax collections to Taxing Authority's bank account(s) at least once a week and interim collections at least once a week via electronic automated clearing house (ACH) transfer. On or about the 20th day of the month, Collector shall remit to Taxing Authority a detail report of all current taxes collected by Collector for the prior month, along with Collector's written statement as to the respective fees or costs due by Collector hereunder.

5. Cross Indemnification

Collector does hereby indemnify Taxing Authority and hold it harmless from any damages, costs, or expenses that directly result from acts or omissions of Collector, its employees, its servants or its agents. Likewise, Taxing Authority does hereby indemnify Collector and hold it harmless from any damages, costs, or expenses that result from any challenge to the validity of any ordinance or resolution of Taxing Authority or which result from any erroneous information provided to Collector, or from acts or omissions of Taxing Authority or other municipal employees, officials or agents, past and present.

7. Generally Accepted Collection Guidelines

The parties understand and agree that:

(A) Incorporated by reference into this agreement are all of the Tax Ordinances and/or Resolutions and other pertinent materials relating to the same as adopted from time to time by the Taxing Authority.

(B) Concurrently with the execution hereof, the Taxing Authority will deliver to Collector a copy of the following:

(i.) Ordinance and/or resolution of Taxing Authority authorizing the levy and assessment of real estate tax;

8. Opportunity to Cure

In the event of an alleged material breach of the agreement, Collector shall have 90 days from receipt of a written Notice to Cure directed to the General Counsel of Collector in order to remedy the material breach. Said Notice to Cure shall be mailed to:

Keystone Collections Group
Attention: General Counsel
546 Wendel Road
Irwin PA 15642

9. Severability

If any covenant or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

10. Controlling Law

This agreement shall be deemed to have been made under and shall be governed by the laws of the Commonwealth of Pennsylvania. This agreement represents the entire agreement between the parties and any modifications of same must be in writing to be valid.

12. Agreement Survival

This Agreement shall inure to the benefit of and be binding upon the respective parties hereto and their respective successors and assigns.

13. Commencement

This Agreement shall become effective upon execution.

(SPACE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

South Williamsport Area School District

KRATZENBERG & ASSOCIATES, INC.

d/b/a KEYSTONE COLLECTIONS GROUP

By: _____

Authorized Representative

By: _____

Corporate Officer



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	June 19, 2023

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than by 6 years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and

local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building principal, Attendance Officer, and County Outreach Personnel shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply

themselves to study for mental, physical or other reasons that preclude regular attendance.
[3][4][21]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[2][22]
3. Students attending college who are also enrolled part-time in district schools.[23]
4. Students attending a home education program or private tutoring in accordance with law.
[2][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15].

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3].
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.

10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:[3][29].
 - a. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.[3][6][30]

The district may limit the number and duration of nonschool-sponsored educational tours or trips or college or postsecondary institution visits

for which excused absences may be granted up to 5 days to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[2][14][18]
2. Students participating in a religious instruction program, if the following conditions are met:[28][31]
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

Parental Notice of Absence -

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[8]

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[32]

The notice shall:[32]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[32]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[32]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences. [32]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

PSBA Revision 11/22 © 2022 PSBA

Legal	<u>1. 22 PA Code 11.41</u> <u>2. 24 P.S. 1327</u> <u>3. 24 P.S. 1329</u> <u>4. 24 P.S. 1330</u> <u>5. 22 PA Code 11.23</u> <u>6. 22 PA Code 11.25</u> <u>7. 22 PA Code 12.1</u> <u>8. 24 P.S. 1326</u> <u>9. 22 PA Code 11.13</u> <u>10. 42 Pa. C.S.A. 6302</u> <u>11. 24 P.S. 510.2</u> <u>12. 24 P.S. 1332</u> <u>13. 24 P.S. 1339</u> <u>14. 22 PA Code 11.22</u> <u>15. 22 PA Code 11.28</u> 16. Pol. 113 17. Pol. 115 18. Pol. 116 19. Pol. 117 20. Pol. 118 <u>21. 22 PA Code 11.34</u> <u>22. 22 PA Code 11.32</u> <u>23. 22 PA Code 11.5</u> <u>24. 24 P.S. 1327.1</u> <u>25. 22 PA Code 11.31</u> <u>26. 22 PA Code 11.31a</u> 27. Pol. 137 <u>28. 22 PA Code 11.21</u> <u>29. 22 PA Code 11.26</u> 30. Pol. 251 <u>31. 24 P.S. 1546</u> <u>32. 24 P.S. 1333</u>
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33. 24 P.S. 1333.1

34. 24 P.S. 1333.2

35. Pol. 103.1

36. Pol. 113.3

37. Pol. 114

24 P.S. 1333.3

22 PA Code 11.24

22 PA Code 11.8

204-AR-0-UnlwflAbsnce.doc (66 KB)



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204 Vol VI 2025
Status	First Reading

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2] [3][4][5][6][7]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9].

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8].

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8].

Person in parental relation shall mean a:[8].

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and

{X} local children and youth agency

{X} local magisterial district judges

about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

{ } The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the

{X} building principal,

{X} Attendance Officer,

{ } Home and School Visitor,

{X} (other) County Outreach Worker

shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. {X} Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [3][4][21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[2][22]
3. Students attending college who are also enrolled part-time in district schools.[23]
4. Students attending a home education program or private tutoring in accordance with law. [2][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]

9. {X} Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. {X} Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
11. {X} Nonschool-sponsored educational tours or trips, if the following conditions are met:[3] [29]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. { } The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
 - d. { } (other) _____.
12. {X} College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.[3][6][30]

The district may limit the number and duration of

{X} nonschool-sponsored educational tours or trips

{X} college or postsecondary institution visits

for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[2][14][18]
2. Students participating in a religious instruction program, if the following conditions are met:[28][31]
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

- b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
- c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

Parental Notice of Absence -

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within

{X} three (3)

{ } five (5)

{ } (other) _____

days of the absence.

A maximum of

{ } eight (8)

{X} ten (10)

{ } (other) _____

days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond

{ } eight (8)

{X} ten (10)

{ } (other) _____

cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[8]

Parental Notification -

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[32]

The notice shall:[32]

1. Include a description of the consequences if the student becomes habitually truant;
2. Be in the mode and language of communication preferred by the person in parental relation and:
 - a. **Include notice that a habitually truant student may not transfer, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of the student;**
 - b. **Include resources available to assist the student and the person in parental relation with returning the student to compliant compulsory attendance and opportunities for academic recovery in response to the truant behavior.**

When **the notice is** transmitted to a person who is not the biological or adoptive parent, **it shall** also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.[32]

The notice may include the offer of a School Attendance Improvement Conference.[32]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[32]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences. [32]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

Unless a judge determines that it is in the student's best interest, a habitually truant student will not be permitted to transfer to a cyber charter school during the school year.[32]

Filing a Citation -

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

NOTES:

Remove language on withholding of credit or automatic grade deductions for students with unexcused/illegal absences (based on court decision). May include language on deduction of class participation grades only, if in response to unexcused/illegal absences.

See additional explanation on court case and info. from School Law Handbook.

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Legal	<u>1. 22 PA Code 11.41</u> <u>2. 24 P.S. 1327</u> <u>3. 24 P.S. 1329</u> <u>4. 24 P.S. 1330</u> <u>5. 22 PA Code 11.23</u> <u>6. 22 PA Code 11.25</u> <u>7. 22 PA Code 12.1</u> <u>8. 24 P.S. 1326</u> <u>9. 22 PA Code 11.13</u> <u>10. 42 Pa. C.S.A. 6302</u> <u>11. 24 P.S. 510.2</u> <u>12. 24 P.S. 1332</u> <u>13. 24 P.S. 1339</u> <u>14. 22 PA Code 11.22</u> <u>15. 22 PA Code 11.28</u> 16. Pol. 113 17. Pol. 115 18. Pol. 116 19. Pol. 117 20. Pol. 118 <u>21. 22 PA Code 11.34</u> <u>22. 22 PA Code 11.32</u> <u>23. 22 PA Code 11.5</u> <u>24. 24 P.S. 1327.1</u> <u>25. 22 PA Code 11.31</u>
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26. 22 PA Code 11.31a

27. Pol. 137

28. 22 PA Code 11.21

29. 22 PA Code 11.26

30. Pol. 251

31. 24 P.S. 1546

32. 24 P.S. 1333

33. 24 P.S. 1333.1

34. 24 P.S. 1333.2

35. Pol. 103.1

36. Pol. 113.3

37. Pol. 114

24 P.S. 1333.3

22 PA Code 11.24

22 PA Code 11.8



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Active
Adopted	February 3, 2003
Last Revised	September 9, 2024

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 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 the law enforcement agency that has jurisdiction over the school's property, 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 law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[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 law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [11][17][19]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the PA Department of Education on the required form.[11][12][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, in accordance with law, 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]

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. 1319-B
- 13. Pol. 805
- 14. 24 P.S. 1302-E
- 15. Pol. 236.1
- 16. 24 P.S. 1306.2-B
- 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	Weapons
Code	218.1 Vol VI 2025
Status	First Reading

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 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 the law enforcement agency that has jurisdiction over the school's property, and the district's emergency preparedness plan.[11][12][13][14]

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.[15][16]

Reporting

Law Enforcement Incident Report -

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 law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[2][11][13][17][18][19]

Parental Report - Direct Involvement -

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 law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [11][12][18][20]

Additional Parental and Employee Notifications -

The Superintendent or designee shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:[12][21]

- 1. Incident occurring at a school building - Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.**
- 2. Incident occurring at a school building that shares a campus with other school buildings - Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.**
- 3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.**

Such notification(s) must occur within twenty-four (24) hours of the incident using a method of communication likely to reach designated parents/guardians and employees, unless the circumstances of the incident necessitate otherwise.[12]

Annual School Safety and Security Incidents Report -

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the PA Department of Education on the required form.[11][13][17]

Guidelines

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, in accordance with law, 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.[22][23]

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][24]

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.

PSBA Revision 12/25 © 2025 PSBA

Legal	<u>1. 24 P.S. 1301-A</u> <u>2. 24 P.S. 1317.2</u> 3. Pol. 218 4. Pol. 113.1 5. Pol. 233 <u>6. 20 U.S.C. 1400 et seq</u> <u>7. 22 PA Code 10.23</u> 8. Pol. 103.1 9. Pol. 113.2 10. Pol. 113.3 11. Pol. 805.1 <u>12. 24 P.S. 1303.2-A</u>
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- 13. 24 P.S. 1319-B
- 14. Pol. 805
- 15. 24 P.S. 1302-E
- 16. Pol. 236.1
- 17. 24 P.S. 1306.2-B
- 18. 22 PA Code 10.2
- 19. 22 PA Code 10.21
- 20. 22 PA Code 10.25
- 21. 20 U.S.C. 1232g
- 22. 18 U.S.C. 921
- 23. 18 U.S.C. 922
- 24. 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	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610
Status	Active
Adopted	February 3, 2003
Last Revised	April 25, 2022

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[1][2].

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3].

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2].

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$21,900** or more, unless exempt by law.[2]
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$21,900**, unless exempt by law.[1]

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2].

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[1][2].

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such

emergencies shall be made in accordance with existing legal requirements.[1].

Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[4][5].

The district shall electronically maintain the confidentiality of the bid until the bid opening.[5].

Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[4][6].

An invitation for bids shall be issued and shall include:[6].

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[1][2].

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$11,800** but less than **\$21,900**.[2]
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$11,800** but less than **\$21,900**.[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file

for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$11,800**.[1]

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2].

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

Legal	<u>1. 24 P.S. 751</u> <u>2. 24 P.S. 807.1</u> <u>3. 24 P.S. 120</u> <u>4. 62 Pa. C.S.A. 4602</u> <u>5. 62 Pa. C.S.A. 4603</u> <u>6. 62 Pa. C.S.A. 4604</u> <u>62 Pa. C.S.A. 4601 et seq</u>
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Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610 Vol VI 2025
Status	First Reading

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[1][2].

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3].

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2].

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$24,500** or more, unless exempt by law.[2].
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$24,500**, unless exempt by law.[1].

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2].

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[1][2].

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[1].

{X} Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[4][5].

The district shall electronically maintain the confidentiality of the bid until the bid opening.[5].

{X} Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[4][6].

An invitation for bids shall be issued and shall include:[6].

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[1][2].

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$13,200** but less than **\$24,500**.[2]
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$13,200** but less than **\$24,500**.[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$13,200.**[1]

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2]

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

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Legal	<u>1. 24 P.S. 751</u> <u>2. 24 P.S. 807.1</u> <u>3. 24 P.S. 120</u> <u>4. 62 Pa. C.S.A. 4602</u> <u>5. 62 Pa. C.S.A. 4603</u> <u>6. 62 Pa. C.S.A. 4604</u> <u>62 Pa. C.S.A. 4601 et seq</u>
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Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	Active
Adopted	February 3, 2003
Last Revised	April 25, 2022

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[1][2]

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **\$21,900**, in which case prior approval by the Board is required.[1][2][3]

All purchase order requests must be referred to the Purchasing Agent / Business Manager

who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[1][2][3]

Legal	<u>1. 24 P.S. 751</u> <u>2. 24 P.S. 807.1</u> <u>3. 24 P.S. 609</u> <u>24 P.S. 508</u>
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Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611 Vol VI 2025
Status	First Reading

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[1][2]

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **\$24,500**, in which case prior approval by the Board is required.[1][2][3]

All purchase order requests must be referred to the

{X} Business Manager

{ } department head,

{ } building principal,

{ } Superintendent,

who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[1][2][3]

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Legal	<u>1. 24 P.S. 751</u>
	<u>2. 24 P.S. 807.1</u>
	<u>3. 24 P.S. 609</u>
	<u>24 P.S. 508</u>



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	Active
Adopted	January 23, 2023
Last Revised	September 9, 2024

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 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, 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 law enforcement agency that has jurisdiction over school property.[4] [8][9][10].

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][11]

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 law enforcement agency 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][9]

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 law enforcement agencies and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

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

Continuity of Student Learning/Core Operations

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

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

The district shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as

instructional days or hours for fulfilling the minimum required days or hours of instruction under the law. Instructional activities may include:[14][15][16][17][18][19][20]

1. Web-based instruction.

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][21]

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.[22][23]

The district shall provide mandatory training for school staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[21][24][25][26]

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

- a. Situational awareness.
- b. Trauma-informed approaches.[25][27]
- c. Behavioral health awareness.
- d. Suicide and bullying awareness.[28][29]
- e. Substance use awareness.[30][31]

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

- a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[32]
- b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the community. This training may be conducted in person or virtually.[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35].

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 may 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][36].

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 law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, in accordance with applicable law and Board policy and administrative regulations.[4][26][32][34][37]

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. 1306.2-B
10. 24 P.S. 1319-B

11. 24 P.S. 1303-B
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 133
15. 24 P.S. 520.1
16. 24 P.S. 1501
17. 24 P.S. 1505
18. 24 P.S. 1506
19. 22 PA Code 11.2
20. Pol. 803
21. 24 P.S. 1310-B
22. Pol. 203
23. Pol. 203.1
24. 24 P.S. 102
25. Pol. 333
26. Pol. 805.2
27. Pol. 146.1
28. Pol. 249
29. Pol. 819
30. Pol. 227
31. Pol. 351
32. Pol. 805
33. 24 P.S. 1302-E
34. Pol. 236.1
35. 24 P.S. 1205.2
36. 75 Pa. C.S.A. 4552
37. 24 P.S. 1303-D
20 U.S.C. 7112
20 U.S.C. 7118
20 U.S.C. 7801
24 P.S. 1205.7
Pol. 146
Pol. 236
Pol. 709
Pol. 810
Pol. 909

805-Attach-Safe2SayProcedures.doc (228 KB)



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol VI 2025
Status	First Reading

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 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.[2]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, 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 law enforcement agency that has jurisdiction over school property.[4] [8][9][10].

{X} The Board directs the

{ } Superintendent or designee

{X} 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][11].

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 law enforcement agency 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][9].

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 law enforcement agencies and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

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

Continuity of Student Learning/Core Operations

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

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

The district shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days or hours for fulfilling the minimum required days or hours of instruction under the law. Instructional activities may include:[14][15][16][17][18][19][20]

1. {X} Web-based instruction.
2. { } Mailed lessons and assignments.
3. { } Instruction via local television or radio stations.
4. { } Other: _____.

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][21]

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.[22][23]

The district shall provide mandatory training for school staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[21][24][25][26]

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:
 - a. Situational awareness.
 - b. Trauma-informed approaches.[25][27]
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness.[28][29]
 - e. Substance use awareness.[30][31]
2. One (1) hour of required training in the following areas shall be completed each year:
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[32]
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the community. This training may be conducted in person or virtually.[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35]

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

{X} may

{ } 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][36].

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 law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, in accordance with applicable law and Board policy and administrative regulations.[4][26][32][34][37]

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

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Legal	<ul style="list-style-type: none">1. Pol. 705<u>2. 22 PA Code 10.24</u><u>3. 35 Pa. C.S.A. 7701</u>4. Pol. 805.1<u>5. 24 P.S. 1517</u><u>6. 24 P.S. 1518</u><u>7. 24 P.S. 1301-B</u><u>8. 22 PA Code 10.11</u><u>9. 24 P.S. 1306.2-B</u><u>10. 24 P.S. 1319-B</u><u>11. 24 P.S. 1303-B</u>12. Pol. 804<u>13. 35 Pa. C.S.A. 7301 et seq</u><u>14. 24 P.S. 133</u><u>15. 24 P.S. 520.1</u><u>16. 24 P.S. 1501</u><u>17. 24 P.S. 1505</u><u>18. 24 P.S. 1506</u><u>19. 22 PA Code 11.2</u>20. Pol. 803<u>21. 24 P.S. 1310-B</u>22. Pol. 20323. Pol. 203.1<u>24. 24 P.S. 102</u>25. Pol. 33326. Pol. 805.227. Pol. 146.128. Pol. 24929. Pol. 81930. Pol. 22731. Pol. 35132. Pol. 805
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33. 24 P.S. 1302-E
34. Pol. 236.1
35. 24 P.S. 1205.2
36. 75 Pa. C.S.A. 4552
37. 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

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Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1
Status	Active
Adopted	May 3, 2021
Last Revised	September 9, 2024

Purpose

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools and safeguarding district property.

Authority

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the school district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school or school-sponsored activity.[1][2][3][4][5]

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property in accordance with state law and regulations.[1][2][6]

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[2][7][8][9][10][11][12][13][14][15][16]

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall form an advisory committee composed of relevant school staff to assist in the development of a memorandum of understanding with law enforcement. The Superintendent shall execute and update, every two

(2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent, chief of police of the law enforcement agency with jurisdiction over the relevant school property and each building principal, and be filed with the PA Department of Education.[1][2][6]

In developing and updating the memorandum of understanding, the district shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations.[1][2][6]

The memorandum of understanding shall comply with state law and regulations and set forth:[1][2][6]

1. A procedure for law enforcement agency review of the district's annual incident report required by law, prior to the Superintendent filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
3. Additional matters pertaining to crime prevention agreed to between the Superintendent and the law enforcement agency.

Students With Disabilities

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[17][18][19][20]

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[17][18][19][20][21]

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[1][2][7][9][10][11][12][13][14][15][16][20][22][23][24][25]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law.[2]

Prior to submitting the incidents report, the Superintendent and each law enforcement agency having jurisdiction over school property shall do all of the following:[2]

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the Superintendent shall submit the report to the law enforcement agency that has jurisdiction over the relevant school property. The law enforcement agency shall review the report and compare the data regarding criminal

offenses and notification of law enforcement to determine whether the report accurately reflects law enforcement incident data.

2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the PA Department of Education, the law enforcement agency shall notify the Superintendent, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the Superintendent and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Superintendent and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the Superintendent shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

Legal

- 1. 24 P.S. 1306.2-B
- 2. 24 P.S. 1319-B
- 3. 22 PA Code 10.1
- 4. Pol. 805
- 5. Pol. 805.2
- 6. 22 PA Code 10.11
- 7. 22 PA Code 10.2
- 8. 35 P.S. 780-102
- 9. Pol. 218
- 10. Pol. 218.1
- 11. Pol. 218.2
- 12. Pol. 222
- 13. Pol. 227
- 14. Pol. 323
- 15. Pol. 351
- 16. Pol. 904
- 17. 22 PA Code 10.23
- 18. 22 PA Code 14.104
- 19. Pol. 113
- 20. Pol. 113.2
- 21. 22 PA Code 14.133
- 22. 22 PA Code 10.21
- 23. 22 PA Code 10.22
- 24. Pol. 103.1

25. Pol. 113.1

22 PA Code 10.24

75 Pa. C.S.A. 3345.1

Pol. 113.4

Pol. 216

Pol. 333

Pol. 805

Pol. 806

Pol. 819

Pol. 824

Pol. 909



Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1 Vol VI 2025
Status	First Reading

Purpose

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools and safeguarding district property.

Authority

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the school district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school or school-sponsored activity.[1][2][3][4][5]

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property in accordance with state law and regulations.[1][2][6]

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[2][7][8][9][10][11][12][13][14][15][16]

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall form an advisory committee composed of relevant school staff to assist in the development of a memorandum of understanding with law enforcement. The Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The memorandum of understanding shall be signed by the

Superintendent, chief of police of the law enforcement agency with jurisdiction over the relevant school property and each building principal, and be filed with the PA Department of Education.[1][2][6]

In developing and updating the memorandum of understanding, the district shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations.[1][2][6]

The memorandum of understanding shall comply with state law and regulations and set forth:[1][2][6].

1. A procedure for law enforcement agency review of the district's annual incident report required by law, prior to the Superintendent filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
3. **A procedure for the timely coordination between the district's threat assessment team and the law enforcement agency, as necessary.[17]**
4. Additional matters pertaining to crime prevention agreed to between the Superintendent and the law enforcement agency.

Students With Disabilities

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[18][19][20][21]

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[18][19][20][21][22]

{X} Training

{X} The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[4][23][24][25][26][27][28]

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[1][2][7][9][10][11][12][13][14][15][16][21][29][30][31][32]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law.[2]

Prior to submitting the incidents report, the Superintendent and each law enforcement agency having jurisdiction over school property shall do all of the following:[2]

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the Superintendent shall submit the report to the law enforcement agency that has jurisdiction over the relevant school property. The law enforcement agency shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects law enforcement incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the PA Department of Education, the law enforcement agency shall notify the Superintendent, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the Superintendent and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Superintendent and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the Superintendent shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

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Legal	<u>1. 24 P.S. 1306.2-B</u> <u>2. 24 P.S. 1319-B</u> <u>3. 22 PA Code 10.1</u> 4. Pol. 805 5. Pol. 805.2 <u>6. 22 PA Code 10.11</u> <u>7. 22 PA Code 10.2</u> <u>8. 35 P.S. 780-102</u> 9. Pol. 218 10. Pol. 218.1 11. Pol. 218.2 12. Pol. 222 13. Pol. 227 14. Pol. 323
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15. Pol. 351
16. Pol. 904
17. 24 P.S. 1302-E
18. 22 PA Code 10.23
19. 22 PA Code 14.104
20. Pol. 113
21. Pol. 113.2
22. 22 PA Code 14.133
23. Pol. 113.4
24. Pol. 216
25. Pol. 333
26. Pol. 806
27. Pol. 819
28. Pol. 824
29. 22 PA Code 10.21
30. 22 PA Code 10.22
31. Pol. 103.1
32. Pol. 113.1
- 22 PA Code 10.24
- 75 Pa. C.S.A. 3345.1
- Pol. 909



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	Active
Adopted	January 23, 2023
Last Revised	October 6, 2025
Prior Revised Dates	08/09/2021

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

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[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 awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9][10][11][12]
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.[6][13]
7. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[10][14]

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[2][15][16][17]

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][18]

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 additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. [6][13]
2. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
3. Information on required school safety and security training and resources provided to students and staff.[10]
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.[19]
6. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[20]
7. Updates regarding the district's memorandum of understanding with law enforcement agencies.[20]
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][21][22][23][24][25]

Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order. [21]

School police officer - [1][22][23]

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.[25]

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.[24][25][26][27][28][29].

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.[30][31].

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.[32][33].

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:[34]

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.[31]. [35]

School police officers shall take and subscribe to the Oath of Office required by law.[36]

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 applicable law and Board policy.[21][37]

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.[37][38][39][40][41]

School police officers shall possess and exercise the following duties:[42]

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.[43]

School Security Guards

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][23][25][44]

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.[24][25][26][27][28][29]

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.[30][31]

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.[32][33]

Requirements -

School security guards shall provide the following services, as directed by the district:[44].

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[45]
5. Coordination with law enforcement officials, including school police officers.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[44]

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.[31][35].

Other Agreements

The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[46][47][48][49]

Legal

- 1. 24 P.S. 1301-C
- 2. 24 P.S. 1309-B
- 3. Pol. 146.1
- 4. Pol. 227
- 5. Pol. 236
- 6. Pol. 236.1
- 7. Pol. 249
- 8. Pol. 333
- 9. Pol. 351
- 10. Pol. 805
- 11. Pol. 819
- 12. 24 P.S. 1310-B
- 13. 24 P.S. 1302-E
- 14. 24 P.S. 1305-B
- 15. 24 P.S. 1316-B
- 16. 24 P.S. 1205.1
- 17. 24 P.S. 1205.5
- 18. Pol. 006
- 19. Pol. 235.1
- 20. Pol. 805.1
- 21. 24 P.S. 1302-C
- 22. 24 P.S. 1310-C
- 23. 24 P.S. 1311-C
- 24. Pol. 304
- 25. Pol. 818
- 26. 24 P.S. 111
- 27. 24 P.S. 111.1
- 28. 23 Pa. C.S.A. 6344
- 29. 23 Pa. C.S.A. 6344.3
- 30. 37 PA Code 241.5
- 31. 44 Pa. C.S.A. 7301 et seq
- 32. 37 PA Code 241.6
- 33. 44 Pa. C.S.A. 7310
- 34. 24 P.S. 1303-C
- 35. 37 PA Code 241.1 et seq
- 36. 24 P.S. 1304-C
- 37. 24 P.S. 1305-C
- 38. 22 PA Code 10.23
- 39. 22 PA Code 14.104
- 40. 22 PA Code 14.133

- 41. Pol. 113.2
- 42. 24 P.S. 1306-C
- 43. 24 P.S. 1307-C
- 44. 24 P.S. 1314-C
- 45. Pol. 907
- 46. Pol. 909
- 47. 24 P.S. 1309-C
- 48. 42 Pa. C.S.A. 8953
- 49. 53 Pa. C.S.A. 2303
- 24 P.S. 1306.2-B
- 24 P.S. 1313-C
- 24 P.S. 1319-B
- 53 Pa. C.S.A. 2301 et seq
- Pol. 705
- Pol. 709



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol VI 2025
Status	First Reading

Authority

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

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[1].

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[1].

Definitions

School security personnel - school police officers, school resource officers and school security guards.[2].

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.[2]

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[1]

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[2].

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[3]

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[3].

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[3]

1. Oversee all

{X} school police officers

{ } School Resource Officers (SROs)

{X} and event security guards.

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

3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[4][5][6][7][8][9][10][11][12][13]

4. Meet with school employees annually to seek their input on the mandatory school safety and security training.[13].

5. 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.

6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.

7. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[7][14]

8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[11][15]

9. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[3][16][17][18]

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[3]

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.[3][19]

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 additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. [7][14].
2. ~~The number and type(s) of school security personnel contracted or employed by the district, including:[3]~~
 - a. ~~The number of school security personnel that are armed, listed by type(s) of personnel.~~
 - b. ~~The school building at which each school security personnel is assigned, listed by type(s) of personnel.~~
 - c. ~~The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.~~
 - d. ~~A listing of other individuals utilized by the district for school safety related duties.~~
3. **An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.**
4. {X} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[11]
5. {X} Information on required school safety and security training and resources provided to students and staff.[11]
6. {X} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. {X} 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.[20]
8. {X} School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. {X} Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. {X} Updates to laws, regulations and/or Board policies related to school safety and security.
11. {X} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

12. {X} Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[3].

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.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

Guidelines

{X} School Police Officers

The district shall employ and/or contract for 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.[2][22][23][24][25][26]

Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order. [22]

School police officer - [2][23][24]

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.[26]

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.[25][26][27][28][29][30]

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.[31][32].

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.[33][34]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:[35]

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.[32]. [36]

School police officers shall take and subscribe to the Oath of Office required by law.[37]

{X} 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 applicable law and Board policy.[22][38].

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.[38][39][40][41][42]

School police officers shall possess and exercise the following duties:[43]

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.[44].

{ } School Resource Officers (SROs):

The district shall establish an agreement with _____, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[2][45]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[2]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:^[46]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.^{[32][36]}

SROs shall successfully complete required training, in accordance with law.^[46]

{ } School Security Guards

The district shall employ and/or contract for one or more school security guards, in accordance with the provisions of law.^{[2][25][26][47]}

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.^{[2][24][26][47]}

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.^{[25][26][27][28][29][30]}

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.^{[31][32]}

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.[33][34]

Requirements

School security guards shall provide the following services, as directed by the district:[47]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[48]
5. Coordination with law enforcement officials,
 - { } including school police officers.
 - { } including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[47]

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[47]

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.[32]
[36]

{ } Other Agreements

{ } The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[45][49][50][51]

{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[45][46][51]

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Legal	<u>1. 24 P.S. 1316-C</u> <u>2. 24 P.S. 1301-C</u> <u>3. 24 P.S. 1309-B</u>
	4. Pol. 146.1
	5. Pol. 227
	6. Pol. 236
	7. Pol. 236.1

8. Pol. 249
9. Pol. 333
10. Pol. 351
11. Pol. 805
12. Pol. 819
13. 24 P.S. 1310-B
14. 24 P.S. 1302-E
15. 24 P.S. 1305-B
16. 24 P.S. 1316-B
17. 24 P.S. 1205.1
18. 24 P.S. 1205.5
19. Pol. 006
20. Pol. 235.1
21. Pol. 805.1
22. 24 P.S. 1302-C
23. 24 P.S. 1310-C
24. 24 P.S. 1311-C
25. Pol. 304
26. Pol. 818
27. 24 P.S. 111
28. 24 P.S. 111.1
29. 23 Pa. C.S.A. 6344
30. 23 Pa. C.S.A. 6344.3
31. 37 PA Code 241.5
32. 44 Pa. C.S.A. 7301 et seq
33. 37 PA Code 241.6
34. 44 Pa. C.S.A. 7310
35. 24 P.S. 1303-C
36. 37 PA Code 241.1 et seq
37. 24 P.S. 1304-C
38. 24 P.S. 1305-C
39. 22 PA Code 10.23
40. 22 PA Code 14.104
41. 22 PA Code 14.133
42. Pol. 113.2
43. 24 P.S. 1306-C
44. 24 P.S. 1307-C
45. Pol. 909
46. 24 P.S. 1313-C
47. 24 P.S. 1314-C

48. Pol. 907

49. 24 P.S. 1309-C

50. 42 Pa. C.S.A. 8953

51. 53 Pa. C.S.A. 2303

24 P.S. 1306.2-B

24 P.S. 1319-B

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

Pol. 705

Pol. 709



Book	Policy Manual
Section	900 Community
Title	Sponsorships and Advertising
Code	913.1
Status	First Reading

Purpose

The Board recognizes that schools provide for a potential market for commercial activities; however, it is important the district protect students and parents/guardians from exploitation and ensure commercial activities shall not interfere with the educational program. The Board recognizes that in certain instances, and with certain limitations, it may be in the best interest of the district to enter into sponsorship and advertising relationships with outside entities, offering support for curricular and co-curricular programs, and not for the purpose of establishing a forum for communication. It may be in the best interest of the District to accept monetary and/or other meaningful consideration from individuals or entities in exchange for recognition, which may be oral, written or graphic in nature, but in some limited circumstances could include granting naming rights to a District facility, for a fix

ed period of time. Furthermore, the Board acknowledges that district facilities are publicly funded and that students and employees shall be shielded from overt commercial activity. Consequently, the Board recognizes that entering into sponsorship and advertising arrangements involving the use of district facilities or that in any way impact students and employees involves ethical and legal concerns. The purpose of this policy shall be to provide procedures and guidelines for permitting sponsorships and advertising in a manner supportive of the district's overall mission of enhancing curricular and extracurricular activities, while protecting the interests of the district, its students and employees.

Applicability to Booster and Support Organizations

Advertisements accepted for publication, placement or promotion in publications or other media distributed by Booster or Support Organizations shall not be subject to the approval process outlined in this policy; however, Booster or Support Organizations shall be required to comply with the content guidelines and restrictions set forth in this policy as a condition of the District's recognition of the Booster or Support Organization and the use of the District's facilities.

Authority

The Board adopts this policy and authorizes that all sponsorships and advertising arrangements shall require prior approval. School organizations, sponsors and advertisers shall agree to abide by the policies and administrative regulations of the district.

The School Code requires the Board to provide and maintain school grounds and buildings necessary to provide educational services to school-aged children.

All agreements covered by this Policy shall be in writing and require prior approval as set forth herein. The District shall not be bound by any oral agreements.

The Board may enter into written contracts with individuals or companies that have expertise in advertising and marketing for purposes of identifying potential advertisers/sponsors and negotiating the terms of Advertisement/Sponsorship Agreements.

This Policy shall not apply to student expression or student speech, which is governed by Policy 220.

Policy 702 governs outright gifts, grants and donations to the District.

Delegation of Responsibility

The Board shall have the authority to review and approve all sponsorship, naming rights and advertising arrangements.

The Board shall review all proposed sponsorship and advertising contracts. As part of the review process, additional competitive vendors may be contacted to determine if they wish to participate in the possibility of advertising and/or entering into a corporate-sponsored contract.[19][20]

The Superintendent or designee will develop Administrative Regulations.

Definitions

Advertisement - any payment of money or other economic benefit to a school or to the district that requires visual, audio, video or electronic placement of a name, slogan or product message on a district property or in a district publication. The term advertisement shall not include traditional fundraising activities, nor apply to outright gifts to which no quid pro quo shall be attached.

Sponsorship - any payment of money or other economic benefit to a school or to the district for the support of a program in exchange for recognition.

Electronic Media - electronic media shall mean any type of medium used for instruction that happens during the school day, or any program shown during the school day, requiring the use of electronic equipment, such as, but not limited to, televisions, video equipment, computers or movie projectors.

Exclusivity - an exclusive arrangement to sell, vend or advertise a product or service in schools shall be one where the district enters into a contract to make one (1) product available to students and the contract specifically forbids the sale of a competitor's product in the same school or district.

Naming Rights - a type of Advertisement/Sponsorship Agreement in which the recognition granted in exchange for the payment of money or other economic benefit includes the right to name a District facility, a specific area within a District facility, or other District property for a specified term.

Guidelines

Upon collection, all proceeds from the sale of advertising and sponsorships shall be deposited into a designated fund within the district's General Fund.[21]

Advertising will not be displayed inside classrooms, in areas, where students in class may view the advertisement, or in any other area that may be disruptive to students learning. For purposes of this policy, the term "classroom" is not intended to include any school's auditorium, cafeteria, gymnasium, library, performing arts center or athletic fields/facilities. In such case, commercial advertising materials may be used in a curricular setting for instructional purposes only.

Advertising and/or sponsorship opportunities for the district shall be subject to certain restrictions in keeping with the standards of good taste and shall model and promote positive values for our students. As such, no advertising or sponsorship shall be allowed that reflects poor taste, fails to promote positive values for students or otherwise may be prohibited by law, including, but not limited to, materials falling within the following categories:

1. Promotes hostility, disorder or violence.
2. Attacks ethnic, racial or religious groups.
3. Shall be libelous.
4. Violates the rights of others.
5. Inhibits the functioning of the school.
6. Overrides the school's identity.
7. Promotes any political candidate or political organization.
8. Promotes the use of drugs, alcohol, tobacco or weapons.
9. Promotes any religious organization.
10. Shall be lewd, obscene or vulgar.
11. References, promotes, favors, or opposes a candidate for elected office or a ballot measure.
12. Contains false, misleading, or deceptive information.
13. Violates or advocates the violation of law or District policy. Mandatory Terms

All sponsorship and advertising agreements shall be subject to the following terms and conditions:

1. Schools and educators shall hold sponsored and donated materials to the same standards used for the selection and purchase of curriculum materials.
2. Where the sponsorship involves signage, the organization that erects the sign(s) bears full responsibility for all costs and expenses associated with the procurement, erection, and dismantling of the sign(s). The district maintenance department will provide routine maintenance.
3. Any sponsorship or advertising proposals contemplating permanently or semi-permanently affixing a sign, name or logo to any district facility, including but not limited to a building, press box or scoreboard, shall be submitted in writing and require Board approval. The Board may limit the total number of signs that may be

erected at any one time, so as to minimize distractions or the over-commercialization of the school environment.

4. Any sign that shall be determined by a township Zoning Officer to be out of compliance with local zoning ordinances shall not be permitted to be erected, and, if erected, shall be removed by the responsible organization at cost.
5. Advertising leases shall include a statement that advertising on school property shall not be construed as an endorsement by the district of the product or service being advertised.
6. All contracts between the district and sponsors for the erection of advertising signs shall include a provision that the sponsor waive in advance, and indemnify the school district for, any claims which may arise as a result of the erection, maintenance or removal of signs.
7. Advertising agreements and sponsorship relationships shall not limit, in any way, the district, schools and employees, in exercising discretion and judgment in any curricular or extracurricular activity.
8. Contracts and/or lease agreements shall include a provision allowing the Board to terminate the contract and/or lease agreement if it shall be determined by the district to have an adverse impact on the district's image, reputation, programs, services or activities.
9. All public-private sector sponsorship and/or advertising arrangements shall be consistent with all labor contracts, competitive bid requirements and all applicable federal, state and local laws, rules and regulations.[1][22]
10. A sponsorship and/or advertising written agreement term shall be determined by the Board, with a recommendation from the administration.
11. The advertiser/sponsor must obtain the District's prior approval before using the District's name, students, staff and/or District facilities in any promotional materials.
12. The advertiser/sponsor may not transfer or assign the agreement without permission of the District.
13. The advertiser/sponsor acknowledges that they have read and understand all the provisions of this Policy.
14. Must clearly state under what conditions an agreement may be terminated/cancelled and the effect of termination/cancellation.
15. The content, size, placement and appearance of all signs must be pre-approved by the District.
16. General Guidelines
 - The Superintendent or designee will recommend the term length of an Advertisement/Sponsorship Agreement for Board approval. Naming Rights for a District facility are permitted to be longer with approval of the Board.
 - All public-private sector Advertisement/Sponsorship Agreements must be consistent with all labor contracts, competitive bid requirements and all applicable federal,

state and local laws, rules and regulations.

- Advertisement/Sponsorship Agreements for publicly-financed buildings or structures shall require prior approval by legal counsel to ensure that the proposed Agreement will not impact the tax-exempt status of bonds.

A sponsorship or advertising arrangement shall not result in any direct pecuniary benefit to any district employee or board member, members of their immediate family, or business with which such members shall be associated, in accordance with the law. [17][18][2]

Advertising in Electronic Media

Except for planned instruction that have specific lessons related to advertising, the district students shall not be required to observe, listen to or read commercial advertising in the classroom.

The district shall not enter into any contract to obtain electronic equipment or software obligating the district to expose students to advertising directed at students during school time or at home while completing school assignments. The Board reserves the right to approve exceptions on a case-by-case basis.[10][27]

The district shall not enter into any contract to obtain electronic equipment or software obligating the school to post information regarding procedures or events on electronic media that contain advertising directed at students.

The district shall not enter into any contract for electronic media services where directory information shall be collected from the students by the providers of the services in question, in accordance with Board policy.[4]

Exclusive Vending Agreements

The district shall not enter into exclusive agreements with vendors that require increased consumption of food or beverages served to or purchased by students in district facilities. [12] [13]

Students shall not be utilized as agents for any district-wide vendors in an exclusive arrangement to sell products or services to the community at large.

When the district asks students to purchase required educational supplies, it reserves the right to recommend to students specific products for purchase

The district by the district shall not enter into any agreement with a vendor or business entity that requires students to carry a card used for school identification and/or to gain access to student services, when that card may be used to gain access to private services provided by the vendor or business entity.

Granting Naming Rights

In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the district's sense of identity as well as in assisting students, staff and visitors to orient themselves within the campus/facility.

Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on school district property

Any permanent or nonpermanent fixtures shall become the sole property of the Jersey Shore Area School District.

The granting of naming rights must always be consistent with Jersey Shore Area School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered.

The school district may provide many opportunities for the naming of buildings, components of buildings, auditoriums, gymnasiums, playgrounds, fields, laboratories, classrooms, equipment and any and all other property owned by the school district.

For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. The Board reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

Facilities may be named after major contributors to the district. The Board will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the Board, have and maintain an exemplary record and positive public image. The Board reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual not meeting the requirements set forth herein.

Sponsored Educational Materials and Advertising in Curriculum

The district shall not purchase curriculum materials that contain promotional information regarding a vendor or business entity that shall be irrelevant to the lesson being taught in the content of the curriculum and that shall not be incidental to materials established by the district. [14]

Teachers in the district shall not use identifiable brand names or logos in planned instruction unless deemed related to the context of the lesson being taught. [15]

Sponsored educational materials, whether purchased by the district or provided free of charge by the sponsor, shall not be used without the prior approval of the Superintendent or designee and/or building principal or designee and in accordance with the following standards:

1. Accuracy -	Statements shall be consistent with established fact or with prevailing expert opinion.
2. Objectivity -	Points of view shall be fairly represented. If the subject shall be controversial, arguments shall be balanced. Any sponsor bias shall be clearly stated and references to differing views shall be made.
3. Completeness -	Materials contain all relevant information and shall not deceive or mislead by omission.
4. Language -	Materials shall be both interesting and readable.

5. Nondiscrimination -	The text and illustrations shall be free of any content that may be considered derogatory toward a particular ethnic group, race or sex.
6. Diverse Representation -	Materials reflect the gender and racial diversity of the students that shall be using them.

2. Pol. 111
3. Pol. 235.1
4. Pol. 304
5. Pol. 004
6. Pol. 003
7. Pol. 006
8. Pol. 620
9. Pol. 818
10. Pol. 103
11. Pol. 103.1
12. Pol. 104
13. Pol. 348
14. Pol. 109

24 P.S. 510

Field Trip Request

South Williamsport Area School District

515 West Central Avenue
South Williamsport, PA 17702



Teacher: _____ John Peters _____

Building: High School _____

Grade/Club: _____ FBLA 9-12 _____

Date of Application: ___1/22/26___

General Information

Place to be Visited: _SLC _Hershey/Giant Center_

Fees

Admission Fees: hotel/gas fees

Date of Visitation: _____ April 12-13 _____

Funding Source for Admission:

Number of Students: _____ 9 _____

SW FBLA

Number of Faculty: _____ 1 _____

Funding Source for Transportation:

Additional Chaperones: _____

SW FBLA

Transportation

Transportation Needs:

- School Bus(s)
- Accessible Bus with Lift
- School Van
- Charter Bus(s)
- None Required

Substitute Coverage

Number of Subs Needed:

1

Duration of Coverage Needed:

April 13 Full Day

Departure Time: _____ 4/12/26 @ 12:15PM _____

Is this an out of state trip?

Yes

No

Time Leaving Destination: _____ 4/13/26 @ 6:30PM _____

Is this an overnight trip?



Yes

No

Explain how this trip is related to specific course objectives or will enhance other learning outcomes:

Approval / Signatures Required / Date:

STUDENTS WILL BE COMPETING AGAINST OTHER FBLA MEMBERS FROM ALL OVER PENNSYLVANIA IN OBJECTIVE TESTS.

Additional Information if Needed:

Questionnaire sent 1/23/26

Nurse: Cheryl Achoneway, RN 1/23/26
- Med admin questionnaire needed

Principal: Jesse Smith by BJE 2/2/26

Superintendent: L BJE 2/2/26

School Board Approval is required for all overnight and /or out of state field trips.

