

SHARPSVILLE AREA SCHOOL DISTRICT
Regular Meeting
December 5, 2022

The regular meeting of the Sharpsville Area School Board was held in the Cafeteria at the Sharpsville Area Elementary School on Monday, December 5, 2022, at 7:05 p.m. with President Jerry Trontel presiding. The following members were present: Ron Barnes, Michael Garcia, Nicholas Hanahan, Darla Grandy, Michael Lenzi, Tabitha Smith, Joseph Toth, and Jerry Trontel. Rosemary Ferguson participated by speakerphone.

Also present were Superintendent John Vannoy, Business Manager/Board Secretary Ashley Mocker, and Solicitor Robert Tesone, and guests, some of whom participated virtually.

ADOPTION OF THE AGENDA

There was a motion by Mr. Lenzi, seconded by Mr. Barnes, to approve the meeting agenda.

Motion carried.

SECRETARY REPORT

Board Secretary Ashley Mocker had no official action to report.

CONSENT AGENDA

There was a motion by Mr. Toth, seconded by Mr. Garcia, to approve the following consent agenda items:

1. Board Minutes for the following meetings:
 - a. November 21, 2022 Regular Meeting
2. The monthly financial activity of the Payroll, General Fund, Capital Project, Capital Reserve Accounts, Middle School and High School Activity Accounts and Cafeteria Account will be reviewed at the January 2023 meeting.
3. To authorize payment of the December bills for the General Fund, Capital Project Fund and Capital Reserve Fund with retro-active approval at the January 2023 Board meeting.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

FINANCE REPORT

Chairperson Jerry Trontel recommended the following action:

SIGNATURE AUTHORITY

There was a motion by Mr. Trontel, seconded by Mrs. Smith, to approve a Resolution with First National Bank for signature authority of Board Officers.

Approved: Barnes, Ferguson, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

RESOLUTION 11 OF 2022

There was a motion by Mr. Trontel, seconded by Mrs. Smith, to approve Resolution 11 of 2022 stating the Board of Directors of the Sharpsville Area School District has determined that there will be no increase in the rate of any tax for the support of its public schools for the 2023-2024 fiscal year by more than the Index, established by the Department of Education for the District, whereas, the adjusted index for the District is 6%. The Resolution is attached to and a part of these minutes.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

RESOLUTION 12 OF 2022

There was a motion by Mr. Trontel, seconded by Mr. Hanahan, to approve Resolution 12 of 2022 approving the following 2023 Voting Delegates to the Mercer County Tax Collection Committee, the same being attached to and a part of these minutes:

- | | |
|---------------------|--------------------------------------|
| 1. Primary Delegate | Business Manager |
| 2. First Alternate | Superintendent |
| 3. Second Alternate | Chairperson of the Finance Committee |

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

POLICY REPORT

Mr. Lenzi recommended the following action:

SECOND READING REVISED POLICIES

There was a motion by Mr. Lenzi, seconded by Mrs. Grandy, to approve the second reading of the following revised policies, the same being attached to and a part of these minutes:

#218	Student Discipline
#227	Controlled Substances/Paraphernalia
#236.1	Threat Assessment
#237	Electronic Devices
#246	School Wellness
#805	Emergency Preparedness and Response
#805.2	School Security Personnel
#808	Food Services

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

SECOND READING REVISED POLICY

There was a motion by Mr. Lenzi, seconded by Mr. Garcia, to approve the second reading of the following revised policy, the same being attached to and a part of these minutes:

#126	Class Size
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Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

CURRICULUM/TECHNOLOGY REPORT

Mrs. Grandy had no official action to report.

PERSONNEL REPORT

Mr. Barnes recommended the following action:

2022-2023 SPONSOR AND ADVISORS

There was a motion by Mr. Barnes, seconded by Mrs. Smith, to approve the following 2022-2023 Sponsors and Advisors:

Meghan Combine	Interscholastic Unified Sports	\$29.90/hour
Hayley Fenton	Interscholastic Unified Sports	\$29.90/hour
Amy Meighen	Interscholastic Unified Sports	\$29.90/hour

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

BUILDINGS REPORT

Mr. Garcia had no official action to report.

GROUND'S REPORT

Mrs. Grandy recommended the following action:

AMENDMENT TO AGENDA

There was a motion by Mrs. Grandy, seconded by Mr. Barnes, to approve amending the agenda to change the Track and Field Team/Gridiron Club Use of Facilities request to additionally waive the personnel charges and the net proceeds to benefit the school's weight room.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

USE OF SCHOOL FACILITIES WAIVER

There was a motion by Mrs. Grandy, seconded by Mrs. Smith, to approve the following Use of School Facilities request, for the below dates and times, with a waiver of the Building Use Fees (facility rental) and personnel fees:

Track and Field Team/Gridiron Club to use the Middle School Weight Room, Gymnasium and Locker Rooms on May 5, 2023 from 4:00pm to 6:00pm and May 6, 2023 from 7:00am to 5:00pm with the net proceeds to benefit the school's weight room.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

USE OF SCHOOL FACILITIES WAIVER

There was a motion by Mrs. Grandy, seconded by Mr. Hanahan, to approve the following Use of School Facilities request, for the below dates and times, with a waiver of the Building Use Fees (facility rental):

Sharpsville Volleyball Boosters to use the Middle School Gymnasium and Auditorium and the High School Gymnasium and Cafeteria on April 15, 2023 from 7:00am to 5:00pm and April 16, 2023 from 7:00am to 5:00pm. The Teams/Boosters understand that they will be billed and responsible for any District Staffing that is needed which falls outside of the normal staffing schedules.

Approved: Barnes, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: Ferguson

Motion Carried.

NEGOTIATIONS REPORT

Mr. Barnes had no official action to report.

PUBLIC RELATIONS REPORT

Mr. Hanahan discussed electronic tickets for athletics.

CAFETERIA REPORT

Mr. Toth had no official action to report.

ATHLETIC REPORT

Mr. Lenzi recommended the following action:

WRESTLING RECREATIONAL COACH

There was a motion by Mr. Lenzi, seconded by Mr. Garcia, to approve David Schreckenghost as a Wrestling Recreational Coach for the 2022-2023 school year.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

MERCER COUNTY CAREER CENTER REPORT

Mr. Hanahan had no official action to report.

SUPERINTENDENT'S REPORT

Mr. Vannoy recommended the following action:

2023 MEETING DATES

There was a motion by Mr. Lenzi, seconded by Mr. Barnes, to approve the 2023 Board Meeting dates, the same being attached to and a part of these minutes.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Lenzi, Smith, Toth, and Trontel

Opposed: None

Motion Carried.

EXECUTIVE SESSION

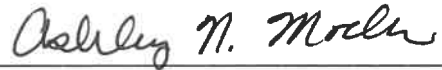
Mr. Trontel announced that the Board will meet in Executive Session immediately following adjournment for legal matters.

ADJOURNMENT

There was a motion by Mr. Barnes, seconded by Mr. Hanahan, to adjourn the meeting.

Motion Carried.

The meeting adjourned at 7:49 p.m.



Ashley N. Mocker, Board Secretary

SHARPSVILLE AREA SCHOOL DISTRICT RESOLUTION NO. 11 OF 2022

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the adjusted index for the 2023-24 fiscal year is 6.0%;

WHEREAS, the Sharpsville Area School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Sharpsville Area School District for the 2023-24 fiscal year by more than its index.

AND NOW, on this 5th day of December, 2022, it is hereby **RESOLVED** by the Sharpsville Area School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2023-24 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2023-24 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

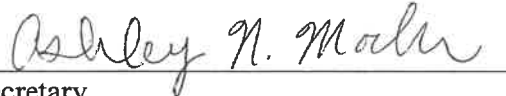
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2023-24 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

DULY ADOPTED, by the Board of School Directors of this School District, this 5th day of December, 2022.

SHARPSVILLE AREA SCHOOL DISTRICT
Sharpsville, Pennsylvania

By: 
President

ATTEST:


Secretary

(SEAL)

SHARPSVILLE AREA SCHOOL DISTRICT
RESOLUTION NO. 12 of 2022

2022 TCC Voting Delegate Appointment Resolution

Background. Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs, and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to appointment.

RESOLVED, by the governing body of the Sharpsville Area School District that the following individuals are appointed as TCC delegates for the Sharpsville Area School District:

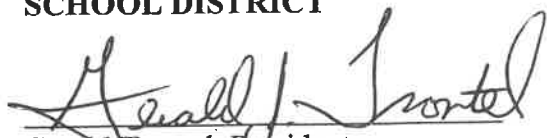
1. Primary voting delegate: Business Manager/Board Secretary
2. First alternate voting delegate: Superintendent
3. Second alternate voting delegate: Finance Committee Chairperson
4. If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.
5. These appointments are effective January 1, 2023 and shall continue until successors are appointed. Delegates shall be appointed each year in November or December or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

Certification of adoption. The undersigned certifies that the above Resolution was adopted at a public meeting on December 5, 2022.

ATTEST:


Ashley Mocker, Secretary

**SHARPSVILLE AREA
SCHOOL DISTRICT**

By: 
Gerald Trontel, President



Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	First Reading

Legal

1. 22 PA Code 12.3
2. 22 PA Code 12.4
3. 24 P.S. 510
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 113.1
8. Pol. 235
9. Pol. 832
10. Pol. 146.1
11. 22 PA Code 12.5
12. Pol. 233
13. 22 PA Code 10.23
14. 20 U.S.C. 1400 et seq
15. Pol. 113.2
16. Pol. 805.1
17. 24 P.S. 1317
18. 24 P.S. 1318
19. 22 PA Code 10.2
20. 24 P.S. 1303-A
21. 35 P.S. 780-102
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 24 P.S. 1302.1-A
25. 22 PA Code 10.25
26. Pol. 218.1
27. Pol. 218.2
28. Pol. 222
29. Pol. 227
30. 24 P.S. 1302-E
31. Pol. 236.1
- 20 U.S.C. 7114
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 34 CFR Part 300
- Mahanoy Area School District v. B.L., 594 U.S. _____ (2021)
- Pol. 122
- Pol. 123
- Pol. 805

Purpose

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

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[1][2][3][4][5]

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

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

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, **the Code of Student Conduct** and district rules and regulations.[11]

Any student disciplined by a district employee shall have the right to **be informed of the nature** of the infraction **and the applicable rule or rules violated**.[12]

When suspensions and expulsions **are imposed, they** shall be carried out in accordance with Board policy.[7][12]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[5][7][13][14][15][16]

On and Off-Campus Activities

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

1. The conduct **involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;**
2. **The** conduct materially and substantially disrupts **or interferes with** the school **environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;**
3. **The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;**
4. The conduct involves the theft or vandalism of school property; **or**
5. The proximity, timing **or motive for** the conduct **in question or other factors pertaining to the conduct** otherwise **establish** a direct **connection** to attendance at school, **to the school community, or to** a school-sponsored activity. **This would include, for example, but not be limited to, conduct** that would violate the Code of Student Conduct if **it occurred** in school **that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.**

Delegation of Responsibility

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

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

The building principal shall have the authority to assign discipline to students, subject to **Board** policies, **administrative** regulations, **the Code of Student Conduct and school** rules, and to the student's due process right to notice, hearing, and appeal.^{[7][12][17][18]}

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, **in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules**.^[17]

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

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.^{[19][20][21]}

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.^{[16][19][20][22][23][24]}

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.^{[16][19][25]}

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.^{[16][20][26][27][28][29]}

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.^{[30][31]}

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

NOTES:

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

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Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	First Reading

Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 510
6. 24 P.S. 511
7. 22 PA Code 12.3
8. 20 U.S.C. 1400 et seq
9. 22 PA Code 10.23
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. 24 P.S. 1302.1-A
16. 24 P.S. 1303-A
17. 42 Pa. C.S.A. 8337
18. Pol. 233
19. Pol. 236
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
24. 35 P.S. 807.1
25. 35 P.S. 807.2
- 22 PA Code 403.1
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 20 U.S.C. 7114
- 20 U.S.C. 7118
- 21 U.S.C. 801 et seq
- 34 CFR Part 300
- Pol. 122
- Pol. 805

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[1][2]

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

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

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

Authority

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

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property **or during nonschool hours to the same extent as provided in Board policy on student discipline.**[14]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17].
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. {X } Provide education concerning the dangers of abusing controlled substances.
4. {X } Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

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

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

Anabolic Steroids

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

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

Reasonable Suspicion/Testing

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

NOTES:

Off-Campus Activities - Content related to off-campus conduct is now located in Policy 218 Student Discipline.

Maintenance – make sure any drug testing policy has been reviewed by district solicitor. See Andrews & Price memo for guidance.

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Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1
Status	First Reading
Legal	1. 24 P.S. 1302-E 2. 24 P.S. 1301-E 3. Pol. 832 4. Pol. 236 5. Pol. 805.2 6. Pol. 805 7. Pol. 819 8. Pol. 103 9. Pol. 113.4 10. Pol. 207 11. Pol. 216 12. Pol. 146.1 13. 24 P.S. 1205.2 14. 24 P.S. 1205.5 15. 24 P.S. 1310-B 16. Pol. 333 17. Pol. 104 18. Pol. 105.1 19. Pol. 249 20. Pol. 805.1 21. 23 Pa. C.S.A. 6311 22. Pol. 806 23. Pol. 247 24. Pol. 252 25. Pol. 226 26. Pol. 103.1 27. Pol. 113 28. Pol. 113.1 29. Pol. 113.2 30. Pol. 113.3

30. Pol. 113.3
31. Pol. 146
32. Pol. 218
33. Pol. 218.1
34. Pol. 218.2
35. Pol. 233
36. Pol. 709
37. 24 P.S. 1303-A
38. 22 PA Code 10.2
39. 35 P.S. 780-102
40. 24 P.S. 1302.1-A
41. 22 PA Code 10.21
42. 22 PA Code 10.22
43. 22 PA Code 10.25
44. 20 U.S.C. 1232g
45. 20 U.S.C. 1415
46. 34 CFR Part 99
47. 34 CFR Part 300
48. 24 P.S. 1409
49. Pol. 209
50. Pol. 216.1
51. 24 P.S. 1304-A
52. 24 P.S. 1305-A
53. 24 P.S. 1307-A
54. 42 Pa. C.S.A. 6341
55. Pol. 218.3
56. 24 P.S. 1304-D
57. 22 PA Code 12.12
58. 42 Pa. C.S.A. 5945
59. 42 Pa. C.S.A. 8337
60. 42 CFR Part 2
61. 24 P.S. 1309-B
20 U.S.C. 1400 et seq
35 P.S. 7601 et seq
Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12
Threat Assessment Procedures and Guidelines

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board

adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1].

[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]

{ } individuals to a district threat assessment team.

{ } individuals to a threat assessment team at each school building in the district.

{ } the district’s Student Assistance Program team to serve as the threat assessment team.

{X } the district’s Safe2Say Something crisis team to serve as the threat assessment team.

{ } the district’s suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.

{ } the district’s _____ to serve as the threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1]

{ } members of the Student Assistance Program team.[4]

{ } school security personnel.[5]

{ } law enforcement agency representatives.

{ } behavioral health professionals.

{X } members of the Safe2Say Something crisis team.[6]

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

{ } juvenile probation professionals.

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

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

Guidelines

Training

The

{X } Superintendent or designee

{ } School Safety and Security Coordinator

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

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[4][6][9][10][11]
5. { } Student Assistance Program process.[4]
6. { } Youth suicide awareness, prevention and response.[7]
7. { } Trauma-informed approach.[12]
8. {X } Safe2Say Something procedures.[6]
9. { } Multi-tiered systems of support.
10. { } Positive Behavioral Intervention and Support.

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

Information for Students, Parents/Guardians and Staff

The district shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[1]

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

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

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[6][15]

Reporting and Identification

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

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

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

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

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

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

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

Inquiry and Assessment

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

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

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

1. { X } Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. { X } Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. { X } Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. { X } Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. { X } Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

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

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

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[1].

1. A referral to the Student Assistance Program.[4]
2. A referral to the appropriate law enforcement agency.[5][6][20]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[26][27][30]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[27][28][29][30]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[26]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[31]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[32][33][34][35]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[6][36]

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[20][37][38][39]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.[20][32][37][38][40][41][42]

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.[20][38][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and

federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[1]

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.

2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

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

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



Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	First Reading
Legal	1. 24 P.S. 510 2. Pol. 103.1 3. Pol. 113 4. Pol. 218 5. Pol. 815 6. Pol. 235 7. Pol. 226 8. Pol. 233

Purpose

The Board adopts this policy in order to **support** an educational environment that is **orderly**, safe and secure for district students and employees.

{ X} , while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

Definition

Electronic devices shall include all devices that can take photographs; record, **play or edit** audio or video data; store, transmit or receive **calls**, messages, **text, data** or images; **operate online applications**; or provide a wireless, unfiltered connection to the Internet.

Authority

X [Select this section for general prohibitions of electronic devices and remove italicized section below.]

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; **and** during the time students are under the supervision of the district.[1]

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

Exceptions

The building **principal** may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or **Section 504 Service Agreement**.^{[2][3]}
3. Classroom or instructional-related activities, **under the supervision of the classroom teacher**.
4. Other reasons determined appropriate by the building principal.

~~{Select this italicized section for general authorized use of electronic devices with specific prohibitions and select/modify appropriate option(s) based on rules established by the district; remove section above.}~~

~~**{ } Authorized Use of Electronic Devices**~~

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

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

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

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

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

1. ~~For educational or instructional purposes, as determined and supervised by the classroom teacher.~~
2. ~~Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.~~
3. ~~When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.^{[2][3]}~~

~~**The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.**~~

The district shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

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

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board’s electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and

{ } may

{X } shall

result in confiscation of the electronic device.[4][7][8]

{X } The confiscated item shall not be returned until a conference has been held with a parent/guardian.



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	
Legal	1. 42 U.S.C. 1758b 2. 7 CFR 210.31 3. 7 CFR 210.15 4. 24 P.S. 1422 5. 24 P.S. 1513 6. Pol. 102 7. Pol. 105 8. Pol. 808 9. 24 P.S. 1512.1 10. 7 CFR 210.10 11. 7 CFR 220.8 12. 24 P.S. 701 13. 24 P.S. 742 14. 42 U.S.C. 1751 et seq 15. 42 U.S.C. 1773 16. 7 CFR 210.30 17. 7 CFR 210.11 18. 7 CFR 220.12 19. Pol. 229 20. 24 P.S. 504.1 21. Pol. 209.1 24 P.S. 1337.1 24 P.S. 1422.3 P.L. 111-296 7 CFR Part 210 7 CFR Part 220 Pol. 103 Poi. 103.1

Purpose

The Sharpsville Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[1][2]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[2]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

{ X } The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. { X } Assessment of school environment regarding school wellness issues.
2. { X } Evaluation of food services program.
3. { X } Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. { X } Listing of activities and programs conducted to promote nutrition and physical activity.
5. { X } Recommendations for policy and/or program revisions.
6. { X } Suggestions for improvement in specific areas.
7. { X } Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[1][2]

1. The extent to which each district school is in compliance with law and policies related to school wellness.

2. The extent to which this policy compares to model wellness policies.

3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[1][2]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[2][3]

1. The written School Wellness policy.

2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.

3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.

4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[1]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[2]

{X } **Advisory Health Council**

{ X } An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[4]

{ X } The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

{ X } The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

{ X } The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

{ X } The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[4]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[5][6][7]

{ X } Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

~~{ } Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.~~

~~{ } Nutrition education lessons and activities shall be age appropriate.~~

~~{ } Nutrition curriculum shall teach behavior focused skills, which may include menu planning, reading nutrition labels and media awareness.~~

~~{ } School food service and nutrition education classes shall cooperate to create a learning laboratory.~~

{ X } Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

~~{ } Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.~~

~~{ } The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[8]~~

~~{ } Nutrition education shall extend beyond the school environment by engaging and involving families and the community.~~

~~{ } _____ other.~~

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition

choices and encourage participation in school meal programs.

☒ District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

~~☐ District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.~~

~~☐ District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.~~

~~☐ Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.~~

~~☐ Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.~~

~~☐ District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.~~

~~☐ _____ other.~~

Physical Activity

☒ District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

~~☐ District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.~~

~~☐ Students shall participate daily in a variety of age appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.~~

☒ Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

~~☐ A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.~~

~~☐ Extended periods of student inactivity, two (2) hours or more, shall be discouraged.~~

☒ Physical activity breaks shall be provided for students during classroom hours.

~~☐ Before and/or after school programs shall provide developmentally appropriate physical activity for participating children.~~

☒ District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

~~☐ Physical activity shall not be used or withheld as a form of punishment.~~

~~{ } District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.~~

~~{ } Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.~~

~~{ } _____ other.~~

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[6][7][9]

~~{ } Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.~~

~~{ } Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.~~

~~{ } A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.~~

~~{ } A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.~~

~~{ } Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.~~

{ X } A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

~~{ } Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.~~

~~{ } Safe and adequate equipment, facilities and resources shall be provided for physical education courses.~~

{ X } Physical education shall be taught by certified health and physical education teachers.

{ X } Appropriate professional development shall be provided for physical education staff.

{ X } Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

~~{ } Physical activity shall not be used or withheld solely as a form of punishment.~~

~~{ } _____ other.~~

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[10][11][12][13]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[8][14][15][16]

~~{ } District schools shall provide adequate space, as defined by the district, for eating and serving school meals.~~

~~{ } Students shall be provided a clean and safe meal environment.~~

{X } Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

{X } District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

~~{ } Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[10]~~

{X } Students shall have access to hand washing or sanitizing before meals and snacks.

~~{ } Access to the food service operation shall be limited to authorized staff.~~

~~{ } Nutrition content of school meals shall be available to students and parents/guardians.~~

{X } Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

{X } To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

{X } The district shall provide appropriate training to all staff on the components of the School Wellness policy.

{X } Goals of the School Wellness policy shall be considered in planning all school based activities.

{X } Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

~~{ } Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.~~

{ X} The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

~~{ } The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district's school environmental health program and applicable laws and regulations.~~

~~{ } _____ other.~~

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][14][15]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[2][17][18]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[2][17]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[2][17]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[17]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[19]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[17]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: **(CHOOSE ONE OF THE OPTIONS BELOW)**

- a. ☒ Foods and beverages shall not be used as a reward or incentive in district schools.
- b. ☐ ~~Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).~~
- c. ☐ _____ other.

2. Classroom Parties and Celebrations: **(CHOOSE ONE OR MORE OF THE OPTIONS BELOW)**

- a. ☐ ~~Only non food based parties and celebrations shall occur on the school campus during the school day in district schools.~~

- b. ~~{ }~~ Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
- c. ~~{ }~~ Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- d. ~~{ }~~ Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- e. ~~{ }~~ When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- f. { X } Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
- g. { X } Allowable snacks must be prepackaged in individual servings with a list of contents relating to possible student allergies clearly shown. No snacks will be permitted that have sugar as the first ingredient.

3. Shared Classroom Snacks: **(CHOOSE ONE OF THE OPTIONS BELOW)**

- a. ~~{ }~~ Shared classroom snacks are not permitted in district schools.
- b. { X } Allowable snacks must be prepackaged in individual servings with a list of contents relating to possible student allergies clearly shown. No snacks will be permitted that have sugar as the first ingredient.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[2][17]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[20]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[21]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

☒ The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

☒ The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

☒ District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

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Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	First Reading
Legal	<ol style="list-style-type: none">1. Pol. 7052. 22 PA Code 10.243. 35 Pa. C.S.A. 77014. Pol. 805.15. 24 P.S. 15176. 24 P.S. 15187. 24 P.S. 1301-B8. 22 PA Code 10.119. 24 P.S. 1303-A10. 24 P.S. 1303-B11. 24 P.S. 1314-B12. 24 P.S. 1315-B13. 24 P.S. 1302.1-A14. Pol. 80415. 35 Pa. C.S.A. 7301 et seq16. 24 P.S. 520.117. 24 P.S. 150118. 24 P.S. 150619. 22 PA Code 11.220. Pol. 80321. 24 P.S. 1310-B22. Pol. 20323. Pol. 203.124. 24 P.S. 10225. Pol. 33326. Pol. 805.227. Pol. 146.128. Pol. 24929. Pol. 81930. Pol. 227

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
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

Purpose

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

Authority

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

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

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

Definitions

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

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

Delegation of Responsibility

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

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

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

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

{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][10][11][12]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][13]

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

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

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

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]

The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, in

accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include: [16][17][18][19][20]

1. { X } Web-based instruction.
2. { X } 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 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 local 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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Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	First Reading
Legal	<ul style="list-style-type: none"> 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. 1302-E 13. 24 P.S. 1305-B 14. 24 P.S. 1314-B 15. 24 P.S. 1315-B 16. 24 P.S. 1316-B 17. Pol. 006 18. Pol. 235.1 19. Pol. 805.1 20. 24 P.S. 1302-C 21. 24 P.S. 1310-C 22. 24 P.S. 1311-C 23. Pol. 304 24. Pol. 818 25. 24 P.S. 111 26. 24 P.S. 111.1 27. 23 Pa. C.S.A. 6344 28. 23 Pa. C.S.A. 6344.3 29. 37 PA Code 241.5 30. 44 P.S. C.S.A. 7221-11-111

30. 44 Pa. C.S.A. 7301 et seq
31. 37 PA Code 241.6
32. 44 Pa. C.S.A. 7310
33. 24 P.S. 1303-C
34. 37 PA Code 241.1 et seq
35. 24 P.S. 1304-C
36. 24 P.S. 1305-C
37. 22 PA Code 10.23
38. 22 PA Code 14.104
39. 22 PA Code 14.133
40. Pol. 113.2
41. 24 P.S. 1306-C
42. 24 P.S. 1307-C
43. Pol. 909
44. 24 P.S. 1313-C
45. 24 P.S. 1314-C
46. Pol. 907
47. 24 P.S. 1309-C
48. 42 Pa. C.S.A. 8953
49. 53 Pa. C.S.A. 2303
53 Pa. C.S.A. 2301 et seq
Pol. 705
Pol. 709

Authority

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

Definitions

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

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

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

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. **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

{ X } School Resource Officers (SROs)

{ } school security guards.

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

3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying **awareness**, substance **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]

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][12]

7. Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[10][13][14][15]

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.[2][16]

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][17]

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][12].

2. { X } Reports of required emergency preparedness, fire, bus evacuation and school security drills.
[10]
3. { X } Information on required school safety and security training and resources provided to students and staff.[10]
4. { X } Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. { 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.[18]
6. { X } Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. { X } Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[19]
8. { X } Updates to laws, regulations and/or Board policies related to school safety and security.
9. { X } Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. { X } 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.

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

Guidelines

{ } School Police Officers

The district shall

{ } employ

{ } 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.[1][20][21][22][23][24]

School police officer - [1][21][22].

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.[24]

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.[23][24][25][26][27][28]

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.[29][30]

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.[31][32]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency: [33]

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.[30][34]

School police officers shall take and subscribe to the Oath of Office required by law.[35]

{ } The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[20][36]

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.[36][37][38][39][40]

School police officers shall possess and exercise the following duties:[41]

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.[42]

{ X} School Resource Officers (SROs)

The district shall establish an agreement with the Borough of Sharpstown and the Sharpstown Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[1][43]

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.[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[44]

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.[30][34]

SROs shall successfully complete required training, in accordance with law.[44]

{ } School Security Guards

The district shall

{ } employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[1][23][24][45]

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][22][24][45]

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.[23][24][25][26][27][28]

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.[29][30]

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.[31][32]

Requirements -

School security guards shall provide the following services, as directed by the district:[45]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[46]
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.[45]

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[45]

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.[30][34]

{ } Other Agreements

{ } The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[43][~~47~~][~~48~~][49].

{ } 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.[43][~~44~~][49].

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Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	First Reading

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. 7 CFR 210.23
12. FNS Instruction 113-1 (USDA)
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 42 U.S.C. 1759a
23. 7 CFR 15b.40
24. Pol. 103.1
25. Pol. 113
26. Pol. 209.1
27. Pol. 610
28. Pol. 626
29. Pol. 827
30. 7 CFR 210.15
31. 7 CFR 220.7
32. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Purpose

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

Authority

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

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

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

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

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{X } Business Manager.

{ } Food Services Director.

{ } Cafeteria Supervisor.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.^[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the ^{[3][4]}

{ } Superintendent.

{X } Business Manager.

{ } auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.^{[2][3][4][6][7][8][9][10]}

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

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

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.^[12]

Guidelines

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

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

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

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

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

Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[20][21]

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

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

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

{ } Community Eligibility Provision (CEP) -

{ } The district participates in the Community Eligibility Provision (CEP), which provides an alternative to submission of household applications to identify students who are eligible for free and reduced-price meals. Under the CEP, the district shall serve to all students free lunches and breakfasts for a defined period, in accordance with applicable provisions of law. [22]

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[23][24][25][26]

School Meal Service and Accounts

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

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in their school meal account, except when the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.[3]

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

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

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

{ } The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

District schools shall be prohibited from:[3]

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

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

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

{ } The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted

notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

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

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[27][28][29]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][30]

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][31]

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

School Food Safety Program

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

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][31][32]

NOTES:

Language related to provisions for alternative meals being served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than **seventy-five** dollars (\$75) in a school year **has not been included in the policy guide** based on recent food service audits conducted by PDE stating that the language is in violation of the USDA regulations. Although alternative meal provisions were added to the PA School Code 24 P.S. Sec. 13-1337 under Act 16 of 2019, **and modified under Act 55 of 2022**, PDE's Child Nutrition Programs issued a memo regarding Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies stating that the provision of law regarding alternative meals does not apply to any student in any school that participates in the National School Lunch or School Breakfast Programs whether or not the student qualifies for free and reduced-price school meals. School entities should work with their solicitor if they wish to use the alternative meal provisions from 24 P.S. Sec. 13-1337 under Act 16 of 2019 **and Act 55 of 2022**.

If your school entity participates in the Community Eligibility Provision (CEP) and provides free school lunches and breakfasts to all students under this provision, please work with your solicitor and food service administrator to determine additional revisions to this policy.

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq
7 CFR Part 225

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808 Attachment.pdf (87 KB)



Book	Policy Manual
Section	100 Programs
Title	Class Size
Code	126
Status	First Reading
Legal	24 P.S. 510
Adopted	March 16, 2009

Authority

The Board has the authority to determine class size after consultation with the Superintendent and designated administrators.

Any class with projected enrollment that is less than fifteen (15) will require Board approval in order to be offered.

The term "Class" and/or "Class Size" shall be understood to represent the number of Students enrolled in a particular Class Period during a normal school day, for a particular subject.

Delegation of Responsibility

The Superintendent shall prepare guidelines for class size, which shall take into account:

1. Subject matter.
2. Type of instruction.
3. Ability of students.
4. Age group of students.
5. Use of aides.
6. Use of special facilities and equipment.

Annual Waiver Provision

Prior to the School District Administration providing a proposed final class schedule for the upcoming school year, the Board may choose to waive the Class Size Requirement (of 15 or more Students per class period, for a particular subject), as indicated in the following manner:

1. **Annually, at the discretion of the Board, the Board may choose to make a motion to provide a Waiver of the Class Size Requirement.**

2. **This motion can be made prior to the Administration providing their proposed class schedule for the upcoming school year.**
3. **To be valid, the motion must pass by a majority of the Board votes at the time.**
4. **To be valid, the motion must reference this policy and stipulate that the provisions of the policy are part of the motion.**
5. **The Administration and Board understand that this is a temporary waiver for the upcoming school year only.**
6. **As a requirement of the Annual Waiver if passed, before the final student class schedules are set, it is understood that the class schedules can not cause the addition of any District Staff to be hired directly or by adding to any 3rd party agreements, in order to achieve the final schedules.**
7. **As a requirement of the Annual Waiver if passed, before the final student class schedules are set, it is understood that the class schedules can not cause an increase in the employment status (percentage of full-time employment) of any existing District Staff, nor an increase in the hours of any 3rd party agreements, in order to achieve the final schedules.**
8. **As a requirement of the Annual Waiver if passed, it is the duty of the Administration to clearly communicate to the Students and their Parents/Guardians, that any proposed final student class schedules may be altered or denied if the Administration determines that it is not feasible to provide the proposed final class schedule under Annual Waiver Provisions in this policy, once the Administration accumulates the requests of the Students when completing their class schedule requests.**
9. **As a requirement of the Annual Waiver if passed, it is understood that the Administration will ensure that all District required student classes are scheduled as a priority over elective classes being considered, and that the Students/Parents/Guardians are made aware that any particular Student may not be able to select a particular elective class if a conflict exists with a District required class or activity.**



BOARD MEETING DATES FOR 2023

REGULAR MEETINGS

January 17, 2023 (Tuesday)	Sharpville Elementary Cafeteria	7:00 PM
February 21, 2023 (Tuesday)	Sharpville Elementary Cafeteria	7:00 PM
March 20, 2023	Sharpville Elementary Cafeteria	7:00 PM
April 17, 2023	Sharpville Elementary Cafeteria	7:00 PM
May 15, 2023	Sharpville Elementary Cafeteria	7:00 PM
June 20, 2023 (Tuesday)	Sharpville Elementary Cafeteria	7:00 PM
July 2023	No Meeting	
August 21, 2023	Sharpville Elementary Cafeteria	7:00 PM
September 18, 2023	Sharpville Elementary Cafeteria	7:00 PM
October 16, 2023	Sharpville Elementary Cafeteria	7:00 PM
November 20, 2023	Sharpville Elementary Cafeteria	7:00 PM
December 4, 2023	Sharpville Elementary Cafeteria	7:00 PM
(Reorganization and Regular Meeting – No Work Session)		

Committee Meetings (No Official Board Action)

Committee Meetings will be held at 6:00 p.m. on the second Monday of each month. Finance Committee Meetings may be held at 6:00 p.m. each Monday in January through June for Budget review. Meetings will be held in the Administrative Offices.

Work Sessions (No Official Board Action)

A Work Session will be held at 7:00 p.m. on the second Monday of each month with the Discussion Session first followed by the Executive Session except for April's Work Session, which will be held on Tuesday, April 11, 2023 at 7:00 p.m.. Meetings will be held in the Sharpville Area Elementary Cafeteria.