Number

The Board shall consist of nine (9) members.[1]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[2]

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the District for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[3]

2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]

3. Shall not be engaged in a business transaction with the School District, be employed by the school District, or receive pay for services from the School District, except as provided by law.[5][6]

4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]

5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11][12]

   a. Before taking the oath of office or entering upon duties.

   b. Annually by May 1 while serving on the Board.
c. By May 1 of the year after leaving the Board.
6. Shall not have been removed from a Board of School Directors within the past five (5) years for failure to organize or neglect of duty.
7. Shall not have been convicted of offering bribes as set forth in Section 325 and 326 of the School Code. [28][29]

Election

Election of members of the Board shall be in accordance with law.[13] In Peters Township School District, Board members shall be elected at-large from the District.

Conflict of Interest

Each school director shall comply with Policy 827 as it relates to standards of conduct and conflicts of interest.

Vacancies

If a vacancy shall occur by reason of death, resignation, removal from a-dthe District or region, or otherwise such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[14][15][16][17][18][19]

The school director so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment.

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Washington County.[15][16]

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[14][19][20]

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, expiring on the first Monday of December of the fourth year of service.[1][14]

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[14]

Removal
Whenever a school director is no longer a resident of Peters Township School District, eligibility to serve on the Board shall cease.\[14\][21]

A school director who intends to resign from the position of School Director shall submit a written letter of resignation to the Board President. A motion accepting such resignation shall be placed on the agenda of the next regular meeting of the Board of School Directors or the next special meeting of the Board called for that purpose. The effective date of the resignation shall be the date of its acceptance by the Board, PROVIDED, HOWEVER, that if such written resignation specifies an effective date subsequent to the date of its acceptance by the Board, the effective date specified in the written resignation shall be the actual effective date of resignation.\[18\][22]

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting s/he shall neglect or refuse to act in an official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board, after prior notice.\[18\][22]

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of the school director’s term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.\[18\][22]

**Orientation**

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board’s functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director shall, no later than the first regular meeting, be provided access to the following items **during the school director’s term on the Board:**

1. A copy of the School Code.
4. The current budget statement, audit report and related fiscal materials.
5. The current Comprehensive Plan—District information on comprehensive planning, curriculum, assessments, facilities planning and District programs.
7. The Board’s adopted Principles for Governance and Leadership.[23]

Providing electronic access to or copies of such items will satisfy the requirements under this Section.

Each new school director shall be invited to meet with the Board President, Superintendent, Board Secretary and other members of the school staff to discuss Board functions, procedures and policy.

**In-service Educational Opportunities and Required Training Programs**

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board’s governance and leadership **by providing both in-service educational opportunities and required school director training by an approved provider.**

The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions.
The school community shall be kept informed about the Board’s continuing in-service education and training and the anticipated short and long-term benefits to the District and its schools.[24]

**In-service Education -**

The Board, in conjunction with the Superintendent, shall plan specific in-service education programs and activities designed to assist school directors to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the District’s educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of in-service education and training.

The Board establishes the following activities as the basis for its planned program of in-service education and training:

1. Participation in School Board conferences, workshops and conventions.[25]
   
   a. The Board shall periodically decide which conferences, workshops and conventions appear to offer the most direct and indirect benefits to the District.
   
   b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions.
   
   c. Each school director shall receive Board approval prior to attending a conference, workshop or convention at District expense.
   
   d. When a conference, workshop or convention is not attended by the full Board, those who do participate should share information, recommendations and materials acquired at the meeting that will be beneficial to the District.

2. District-sponsored in-service education and training programs designed to meet Board needs.

3. Subscriptions to publications addressing school directors’ concerns.

4. Maintenance of current resources and reference materials accessible to school directors.

5. Exchange of ideas through joint meetings with neighboring School Boards.

**Required Training Program: Newly Elected or Appointed School Directors -[26]**

Each newly elected or appointed school director shall complete a training program, during the first year of the school director’s first term, consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.

2. Personnel.

3. Fiscal management.


5. Governance.

6. Ethics and open meetings, to include accountability requirements.

**Required Training Program: Re-elected or Re-appointed School Directors -[26]**
Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.

2. Fiscal management.

3. Trauma-informed approaches.

4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

**Expenses [7]**

Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.

*When attendance has been authorized by the Board, school directors*, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for **actual and necessary** expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement. All Board members’ expenses related to lodging and travel must be pre-approved by the Board.[27]

The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[7]

To receive reimbursement, expense reports must be submitted to the business office within thirty (30) days after the expense was incurred.

**Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.** Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the District of such funds remaining, or an additional payment shall be made by the District to meet the verified expenses actually incurred.[27]

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

School Directors will be reimbursed according to law and local mileage rates and School District per diem/meal allowances. Maximum airfare reimbursement for an out-of-state trip will be limited to the cost of one (1) round trip coach airline ticket per Board member. Every effort should be made to select the lowest cost alternative itinerary.

Reimbursement for expenses related to official business as a federal grant recipient shall be made with the additional requirements set forth in Policy 626.1.

**Conference Attendance**
In keeping with its stated priority on the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines:

1. The Superintendent shall inform Board members, in a timely manner, of upcoming conferences, workshops and conventions.

2. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the District.

3. Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

4. Funds for conference attendance shall be budgeted on an annual basis.

5. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the School District.

6. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[21]

7. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.

8. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[22]

9. To receive reimbursement, expense reports must be submitted to the business office within thirty (30) days after the expense was incurred.

NOTE ABOVE DELETED BECAUSE INCORPORATED IN OTHER PLACES WITHIN THE POLICY.

Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Original Adoption - March 21, 2005 (as Policy #9110)
Revised and Adopted - June 29, 2015
Revised and Adopted - June 27, 2016
Revised and Adopted - April 23, 2018
1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
24 P.S. 325
24 P.S. 326
24 P.S. 519
Pol. 331
Purpose

In order to protect the rights and privileges of the residents and students of the Peters Township School District, the parents/guardians of all students registering in the School District must present three (3) acceptable proofs of residence to the school as part of the registration process before a student is permitted to attend school.[1]

Authority

This policy pertains to all students registering in all grades (K-12) including original entries and all re-entries.

Guidelines

Examples of acceptable proofs of residence include, but are not limited to the parent's/guardian's current:

1. Deed or lease.

2. Sale, mortgage or lease agreement as temporary proof of future residency. After the initial registration period allowed by Board policy for future residents, the individual claiming residency must submit one (1) other proof of residence not including the agreement already submitted. Failure to do so will result in the student(s) being removed from school rolls.[2]

3. Valid driver's license or PA Department of Transportation identification card.

4. Auto registration.

6. **Current credit card bill.**

7. Property tax statement or bill.

8. Check stubs from wages, public assistance, or Social Security.

The above list of acceptable proofs is subject to change at any time. The School District will be flexible in verifying residency, and will consider what information is reasonable in light of the family’s situation.

Pennsylvania School Law requires that a family fully reside within the boundaries of the School District in order to be eligible for school privileges.[3]

Providing the evidence listed above is not to be construed as a guarantee of admission or as a substitute for compliance with the residency requirement of Section 1302 of the PA School Law.[3]

In addition to requiring the above listed documentation of residency, which are only examples of the requirement of residing within District boundaries, the School District reserves the right to conduct home visit(s) at any time to determine that the person(s) seeking admission are actually residing in the District.[2]

The burden of proof of residency is always on the person(s) seeking school services and cannot be satisfied for example by, renting an apartment or leasing a home in the School District when individuals do not intend to fully reside within District boundaries.

The School District further reserves the right to remove any student from the school rolls when it has evidence that the residency requirements are being violated. The School District also has the right to prosecute for theft of services when it has evidence that violations have occurred.[3]

Copies of proofs of residence will be made and placed in the student’s file.

Proofs of residence will be presented to the Business Office as part of the registration process.

The School District reserves the right to request proofs of residence of any resident with school-aged children at any time.

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Original Adoption - April 15, 2013 (as Policy #5118.1)
Revised and Adopted - June 29, 2015
Revised and Adopted - May 16, 2016

Legal

1. Pol. 200
2. Pol. 202
3. 24 P.S. 1302
22 PA Code 11.19
**Authority**

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.[1][2][3]

**Guidelines**

**First Grade**

**Beginners** are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the District’s entry age for beginners as not less than six (6) years no (0) months old before the first day of the school term, in accordance with state law and regulations on or before the first day of September. [4][5][6]

Beginners shall be admitted to school during the first two (2) weeks of the annual school term and thereafter at the District’s discretion. A child who is eight (8) years of age shall be admitted to school at any time during the school year.[5]

The Board may admit as a beginner a child who is five (5) years and no (0) months old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the District psychologist, and approval of the Superintendent, pursuant to the criteria set forth in Administrative Regulations.[7]

The Board is not required to admit as a beginner any child whose age is less than the District’s established admission age for beginners.[7]

**Kindergarten**

The Board establishes the District’s entry age for kindergarten as not less than five (5) years and no (0) months old on or before the first day of September, in accordance with state law and regulations. [8]
The Board may admit a child into kindergarten who is less than five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the District psychologist, and approval of the Superintendent, pursuant to the criteria set forth in Administrative Regulations.

**Delegation of Responsibility**

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[9][10]

Original Adoption – October 18, 1982 (as Policy #5204)
Revised and Adopted – March 17, 2003
Revised and Adopted – December 10, 2007
Revised and Adopted - June 29, 2015

Legal

1. 22 PA Code 11.12
2. 22 PA Code 11.41
3. 24 P.S. 1301
4. 22 PA Code 11.15
5. 24 P.S. 1304
6. 24 P.S. 1326
7. 22 PA Code 11.16
8. 22 PA Code 11.14
9. Pol. 200
10. Pol. 203
24 P.S. 503
22 PA Code 4.41

201_AR-1.pdf (9 KB)
Purpose

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

Authority

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

Building principals shall not release students from school without the parent’s/guardian’s permission. Any parent/guardian request for an early dismissal or release from school requires written permission in advance from a parent/guardian and is allowed only for a reasonable cause of absence as listed herein, unless release is required by law enforcement. A telephone request for an early dismissal or release from a parent/guardian is granted only in extenuating circumstances.

Definitions

Compulsory school age shall mean the period of a student’s life from the time the student’s person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]
1. Custodial biological or adoptive parent.

2. Noncustodial biological or adoptive parent.

3. Guardian of the person of a **student**.

4. Person with whom a **student** lives and who is acting in a parental role of a **student**.

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

**School-based** or **community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a **student’s** absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

**Delegation of Responsibility**

The **Superintendent or Designee** shall annually notify students, persons in parental relation, staff and local magisterial district judge about the District’s attendance policy by publishing such policy in student handbooks and newsletters, on the District website and through other efficient communication methods.[1][11]

The Superintendent or Designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

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

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Govern the excessive tardiness that interferes with a student’s ability to learn. Students will be held accountable for unexcused tardiness to school.

3. Detail the process for submission of requests and excuses for student absences.

4. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate **magisterial district** judge.

5. Ensure that students legally absent have an opportunity to make up work.

**Guidelines**

**Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.[5]

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

The following students shall be excused from the requirements of attendance at District schools, upon request and with the required approval:
1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][21]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][22]

3. Students attending college who are also enrolled part-time in District schools.[23]

4. Students attending a home education program or private tutoring in accordance with law.[5][18][24][25][26][27]

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]

6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]

7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. [7][15]

**Excused/Lawful Absence**

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

1. Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons.[3][6]

2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]

3. Quarantine.

4. Family emergency.

5. Recovery from accident.

6. Required court attendance.

7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]

9. Participation in a musical performance in conjunction with a national veterans’ organization or incorporated unit, as defined in law, for an event or funeral.[6]

   a. The national veterans’ organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.

   b. The student shall furnish the signed excuse to the District prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]

11. Nonschool-sponsored educational tours or trips/family educational trips, if the following conditions are met:[6][29]

a. The person in parental relation submits the required documentation for excusal prior to the absence, per the District's procedures, including the use of the appropriate Educational Trip Form (attached to the bottom of this Policy as an administrative regulation).

b. The student's participation has been approved by the principal. If over five (5) days in duration the approval of the Superintendent or Designee is also required.

c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student’s absence, as well as circumstances related to homelessness and foster care.[3][6][30][31] Urgent reasons shall be strictly construed and do no permit irregular attendance.

The District may limit the number and duration of nonschool-sponsored educational tours or trips or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

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

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student’s regular program of studies.[5][14][18]

2. Students participating in a religious instruction program, if the following conditions are met: [28][32]

a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction. The District Board shall not provide transportation to the religious instruction.

c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

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

Parental Notice of Absence –
Absences shall be treated as unexcused until the District receives a written excuse explaining the absence to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

**Unexcused/Unlawful Absence**

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

An out-of-school suspension may not be considered an unexcused absence.[9]

**Parental Notification** –

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

**Enforcement of Compulsory Attendance Requirements**

**Student is Truant** –

When a student has been absent for three (3) days during the current school year without a lawful excuse, District staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;

2. Include a description of the consequences if the student becomes habitually truant; and

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

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.[33]

**School Attendance Improvement Conference (SAIC) –**

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC:[9]

1. The student.

2. The student’s person in parental relation.

3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.

5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student’s file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff.[33]

The District may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, District staff:[34]

1. Shall refer the student to:

   a. A school-based or community-based attendance improvement program; or

   b. The local children and youth agency.

2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student fifteen (15) years of age or older is habitually truant, District staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when District staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, District staff shall provide verification that the school held a SAIC.[34]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall
take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

Discipline

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]

Original Adoption – October 18, 1982 (as Policy #5204)
Revised and Adopted – March 17, 2003
Revised and Adopted – December 10, 2007
Revised and Adopted – June 29, 2009
Revised and Adopted – December 7, 2009
Revised and Adopted – August 16, 2010
Revised and Adopted - June 29, 2015
Revised and Adopted - June 27, 2017

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 22 PA Code 11.26
24. 22 PA Code 11.31
25. 22 PA Code 11.31a
26. 24 P.S. 1327.1
27. Pol. 137
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251
31. Pol. 255
32. 24 P.S. 1546
33. 24 P.S. 1333
34. 24 P.S. 1333.1
35. 24 P.S. 1333.2
36. Pol. 103.1
37. Pol. 113.3
38. Pol. 114
22 PA Code 11.24
22 PA Code 11.8
24 P.S. 1333.3

204_AR-1.pdf (291 KB) 204 AR-2.pdf (204 KB) 204_AR-3.pdf (77 KB)
204_AR-4.pdf (293 KB) 204_AR-5.pdf (294 KB)
Purpose

The Board affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school. [1][2][3][4][5]

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time. [6]

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

Delegation of Responsibility
The building principal shall pursue ensure the timely return of all District-owned supplies and equipment in the possession of the student.

Original Adoption - June 29, 2015

Legal

1. 22 PA Code 11.13
2. 22 PA Code 12.1
3. 24 P.S. 1326
4. 24 P.S. 1327
5. Pol. 204
6. 22 PA Code 11.4
Authority

In compliance with the School Code, the Board shall require that District students submit to health and dental examinations in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4]

Guidelines

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[1][3][5]

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[1][4][5]

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The District shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student’s entry into the grade where an exam is required.[5]

The school nurse or medical technician shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the District. Height and weight measurements shall be used to calculate the student’s weight-for-height ratio.[1][3][6]

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student’s private physician or dentist at the parent’s/guardian’s expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent’s/guardian’s religious beliefs.[7][8][9]
A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that the student would present a substantial menace to the health of others in contact with the student if the student is not examined.[10][11]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student’s private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student.[1][3][12]

In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[13][14]

Health Records

The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[3]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[15][16][17]

The District may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[15][16][17][18][19][20]

Designated District staff shall request from the transferring school the health records of students transferring into District schools. Staff shall respond to such requests for the health records of students transferring from District schools to other schools.[15]

The District shall destroy student health records only after the student has not been enrolled in District schools for at least two (2) years.[15][21]

Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to observe students continually for conditions that indicate health problems or disability and to report promptly such conditions to the school nurse.[3]

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children’s Health Insurance Program (CHIP).[12]

Original Adoption - June 29, 2015
Legal

1. 22 PA Code 12.41
2. 24 P.S. 1401
3. 24 P.S. 1402
4. 24 P.S. 1403
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 20 U.S.C. 1232h
8. 24 P.S. 1405
9. 28 PA Code 23.2
10. 24 P.S. 1419
11. 28 PA Code 23.45
12. 24 P.S. 1406
13. 23 Pa. C.S.A. 6311
14. Pol. 806
15. 24 P.S. 1409
16. Pol. 113.4
17. Pol. 216
18. 20 U.S.C. 1232g
19. 34 CFR Part 99
20. Pol. 805
21. Pol. 800
24 P.S. 1401-1419
22 PA Code 403.1
23 Pa. C.S.A. 6301 et seq
Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs District employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the District or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.

Approved graduate study or special courses/programs may be of sufficient advantage to the District to warrant an increase in an employee’s annual salary upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[4][5]

Induction Plan

The District shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the District. The District shall develop and submit the induction plan to the Department of Education for approval every six
(6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the District’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6][7][8]

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The District shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the District and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the District’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2][6][8][11]

The Board shall ensure an annual review of the District’s professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the District, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the District’s professional education plan.[3]

If the District assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2][12][13]

The District shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[12][13]

1. Recognition of the signs of trauma in students.

2. Best practices for schools and classrooms regarding trauma-informed approaches, including using utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.

4. The District’s policies regarding trauma-informed approaches.[14]

5. The District's policies regarding connecting students with appropriate services.[15] [16][17]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the District’s local community and reflect current best practices related to trauma-informed approaches.[13][18]

Educational Conferences/Conventions

Employees shall follow Board Policy and District procedures for submitting requests to attend conferences and conventions at District expense.[19]

Original Adoption - June 29, 2015

Legal

1. 24 P.S. 517
2. 24 P.S. 1205.1
3. 24 P.S. 1205.2
4. 24 P.S. 1144
5. 24 P.S. 1151
6. 22 PA Code 4.13
7. 22 PA Code 49.16
8. Pol. 100
9. 24 P.S. 1205.5
10. 24 P.S. 1217
11. 22 PA Code 49.17
12. 24 P.S. 102
13. 24 P.S. 1205.7
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236
18. 20 U.S.C. 7801
19. Pol. 331
24 P.S. 1205.6
24 P.S. 1311-B
Pol. 806

333_AR-1.pdf (83 KB) 333_AR-2.pdf (74 KB)
**Purpose**

The Board recognizes that District facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

**Authority**

The Board directs the District to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, including the provision of protective devices where needed for safety purposes.

The Board directs that a District-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect District buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.

**Delegation of Responsibility**

The Superintendent or designee shall annually review and evaluate District safety rules and plans.[1]

The Superintendent or designee shall inform the Board of the District’s plans to address school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations. The Superintendent or designee shall: Ensure curriculum to instruct students in safety and fire prevention.[1] Provide required drills and instruct students in safety procedures.[2][1] [3] Review and evaluate annually District safety rules and plans.

Administrators shall ensure that all staff and students are informed of safety rules at the beginning of the school year.

**Guidelines**
Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the District’s goals concerning safe schools.[2][3][4][5]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) District administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The District administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

Original Adoption - June 29, 2015

Legal

1. Pol. 805
2. 24 P.S. 223
3. 34 PA Code 129.1001 et seq
4. 72 P.S. 1722-J
5. 77 P.S. 1038.2
24 P.S. 510
24 P.S. 1517
24 P.S. 1518
Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Building security shall be coordinated by the School Safety and Security Coordinator with the cooperation of District administrators, building principals and District staff.[1][2]

The Superintendent or Designee shall develop administrative regulations designating who may be authorized to access district building(s), the designated level of access and who may have after-hours access to district facilities.

Guidelines

After the start of the school day, public access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings.[3]

Original Adoption - June 29, 2015

Legal

1. Pol. 805
2. Pol. 805.2
3. Pol. 907
24 P.S. 510
Pol. 705
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 use 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 develop an emergency preparedness plan consistent with federal and state requirements that must be reviewed annually by the Board prior to finalization and implementation. 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 consider follow the framework presented in the National Incident Management System when developing the plan.

District staff shall be trained to assist in implementing the emergency preparedness plan.

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

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

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

The Board directs the Superintendent or Designee 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 the availability of funding and resources.[7][10]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each District building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department and local EMS agency that have jurisdiction over school property. The emergency preparedness plan shall be a confidential document except as otherwise required by law. The District shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][11]

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

Annually, by September 30, the District shall assemble information required to assist local police and fire departments and local EMS agencies 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 or to mitigate the spread of infection or illness. Local, county or state officials may also use utilize District-owned buses and other transportation
vehicles. The Superintendent or designee shall determine whether schools shall be closed or the educational program suspended to safeguard student and staff health and safety. [3][12]

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

The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:

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

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

Education and Training

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

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at District schools. [16][17]

The District shall provide mandatory training to school employees on school safety and security based on the District’s needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas: [18][19][20]

1. Situational awareness.
2. Trauma-informed approaches. [20]
4. Suicide and bullying awareness. [21][22]
5. Substance use awareness. [23][24]
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. [25]
7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Employees are required to complete a minimum of three (3) hours of training every five (5) years. [19]

Required Drills

https://go.boarddocs.com/pa/peete/Board.nsf/Private?open&login#
At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill.[1]
Fire drills shall be conducted at least once a month during the school year.[2][4]
Bus evacuation drills shall be conducted twice a year, in accordance with law.[2]

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

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][26]

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.[27]

Original Adoption - June 29, 2015
1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 24 P.S. 1303-A
9. 22 PA Code 10.11
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 1501
15. 24 P.S. 1506
16. Pol. 203
17. Pol. 203.1
18. 24 P.S. 102
19. 24 P.S. 1310-B
20. Pol. 333
21. Pol. 249
22. Pol. 819
23. Pol. 227
24. Pol. 351
25. Pol. 805
26. 75 Pa. C.S.A. 4552
27. 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 that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding District property.

Authority

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

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations.[2][5]

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.[2][6][7]

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the
Superintendent and police chief and each building principal, and be filed with the Office for Safe Schools.[2][5]

In developing and updating the memorandum of understanding, the District shall consult and consider the State Board of Education model memorandum of understanding. If the District’s memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education model memorandum of understanding, the Superintendent shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.[2][5]

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terrorist threats, controlled substances, alcohol and tobacco.[8][9][10][11][12]

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.[2]

Students With Disabilities

The District shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the District.[13][14][15][16]

The District shall invite representatives of each local police department that has jurisdiction over school property to participate in District training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the District’s Special Education Plan and positive behavior support program.[13][14][15][16][17]

Training

The District may invite representatives of each local police department that has jurisdiction over school property to participate in District training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[18][19][20][21][22][23]

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][6][8][9][10][11][12][16][24][25][26][27][28][29][30][31]

Safe Schools Report

Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.[2]

Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:
1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department is required to shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data.

2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department is required to shall notify the Superintendent, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police is required to shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department is required to shall indicate any discrepancies between the report and police incident data.

3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

Original Adoption - June 29, 2015
1. 22 PA Code 10.1
2. 24 P.S. 1303-A
3. Pol. 805
4. Pol. 805.2
5. 22 PA Code 10.11
6. 22 PA Code 10.2
7. 35 P.S. 780-102
8. Pol. 218
9. Pol. 218.1
10. Pol. 218.2
11. Pol. 222
12. Pol. 227
13. 22 PA Code 10.23
14. 22 PA Code 14.104
15. Pol. 113
16. Pol. 113.2
17. 22 PA Code 14.133
18. Pol. 113.4
19. Pol. 216
20. Pol. 333
21. Pol. 806
22. Pol. 819
23. Pol. 824
24. 22 PA Code 10.21
25. 22 PA Code 10.22
26. 24 P.S. 1302.1-A
27. Pol. 103.1
28. Pol. 113.1
29. Pol. 323
30. Pol. 351
31. Pol. 904
22 PA Code 10.24
Pol. 909
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 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]

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[2]

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

1. Oversee all School Resource Officers (SROs).

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

3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[3][4][5][6][7][8][9]

4. Coordinate a tour of the District’s buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the District to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.

6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[8][10]

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][11]

The annual report may include the following information:

1. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[8]

2. Information on required school safety and security training and resources provided to students and staff.

3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

4. 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.[12]

5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.

6. Updates regarding the District’s Memorandum of Understanding with local law enforcement agencies.[13]

7. Updates to laws, regulations and/or Board policies related to school safety and security.

8. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

9. 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]

Guidelines

School Resource Officers (SROs)

The District shall establish an agreement with Peters Township Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified District schools. [1][28]

The agreement shall address the powers and duties conferred on SROs, which may include:[29]

1. Assisting in identification of physical changes in the environment which may reduce crime in or around a school.

2. Assisting in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.

3. Developing and educating students in crime prevention and safety.
4. Training students in conflict resolution, restorative justice and crime awareness.

5. Addressing crime and violence issues, gangs and drug activities affecting or occurring in or around a school.

6. Developing or expanding community justice initiatives for students.

7. Other duties as agreed upon between the District and municipal agency.

SROs shall successfully complete required training, in accordance with law.[29]
1. 24 P.S. 1301-C
2. 24 P.S. 1309-B
3. Pol. 146
4. Pol. 227
5. Pol. 236
6. Pol. 249
7. Pol. 351
8. Pol. 805
9. Pol. 819
10. 24 P.S. 1305-B
11. Pol. 006
12. Pol. 235.1
13. Pol. 805.1
14. 24 P.S. 1302-C
15. 24 P.S. 1310-C
16. 24 P.S. 1311-C
17. Pol. 304
18. Pol. 818
19. 24 P.S. 1303-C
20. 24 P.S. 1304-C
21. 24 P.S. 1305-C
22. 22 PA Code 10.23
23. 22 PA Code 14.104
24. 22 PA Code 14.133
25. Pol. 113.2
26. 24 P.S. 1306-C
27. 24 P.S. 1307-C
28. Pol. 909
29. 24 P.S. 1313-C
30. 24 P.S. 1314-C
31. Pol. 907
32. 24 P.S. 1309-C
33. 42 Pa. C.S.A. 8953
34. 53 Pa. C.S.A. 2303
35. 53 Pa. C.S.A. 2301 et seq
Pol. 705
Pol. 709
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. Adult meals must be priced greater than the price of the student highest price meal. Adult meals for lunch include: the highest value that students pay, plus state reimbursement, plus federal reimbursement for a paid meal, plus the commodity rate. [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 or designee.
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 Superintendent or designee. [3][4]

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.[11]

**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.

**Accommodating Students With Special Dietary Needs**

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

**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 negative balance. The notice shall include information on payment options.

3. 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 his/her school meal account, **except as provided below or when unless** the student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal.[3]

**If a student is not eligible for free or reduced-price school meals under federal school meal programs and the student's school meal account reaches a negative balance of more than fifty dollars ($50) in a school year, the District may provide the student with alternative meals instead of school food program meals until the unpaid balance in the student's school meal account is paid or a payment plan has been established with the District to reduce the unpaid balance.[3]**

When a student owes money for five (5) or more 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 may 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 unless the student is an emancipated minor.[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, or to provide a student with an alternative meal as provided above.

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 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.

(A more detailed explanation of unpaid meal and collection of unpaid meal charge procedures are attached to the bottom of this Policy as administrative regulations).

**Policy Notification Requirements**

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to District-level staff responsible for enforcement of unpaid meal and collection procedures as well as appropriate school administrators, school food service personnel, other school staff, and contracted food service personnel.

The District shall communicate, in writing, the meal charge and collection procedures to parents/guardians at the start of each school year, and when a student enrolls in school after the start of the school year.

The District is encouraged to annually communicate the meal charge and collection procedures via the District website, student handbooks, back-to-school packets, newsletters, posted notices and/or other efficient communication methods.

**Collection of Unpaid Meal Charges**

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

**Procurement**

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

**Professional Standards for Food Service Personnel**

The District shall comply with the professional standards for 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][29]

**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][30]

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 food-borne illness among students.[8][10][16]

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

Original Adoption - June 29, 2015
Revised and Adopted - June 27, 2016
Revised and Adopted - June 26, 2017
Revised and Adopted - November 20, 2017
Revised and Adopted - April 23, 2018
Revised and Adopted - November 19, 2018
Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
P.L. 111-296
7 CFR Part 15
Pol. 103
Pol. 808.1
Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.

Purpose

The Board recognizes that an employee must be fit to operate a School Vehicle in order to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates District vehicles or transports students poses significant risks to the safety of students and others.

Definition

School Vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the School District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”[1]

For the purpose of this policy, the definition shall also include all District-owned vehicles not intended to transport students or require a CDL license for operation.

Authority

The Board shall implement a drug use program and alcohol misuse prevention program for non-CDL drivers who operate School Vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate School Vehicles. A statement ensuring such program should be included in the contracted language.[2]

School Vehicle Drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.
The Board prohibits School Vehicle Drivers from texting and from using a handheld mobile telephone or other electronic device while driving a School Vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[3]

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of School Vehicle Drivers.

2. Establishment of procedures for obtaining and reviewing each School Vehicle Driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.[4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and

2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

**Guidelines**

School Vehicle Drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board Policy 304 for drivers employed by the District and Board Policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, School Vehicle Drivers shall submit a copy of a valid driver’s license to the Superintendent or designee.[4]

**Reporting Requirements**

School Vehicle Drivers shall report misconduct in accordance with Board Policy 317 for drivers employed by the District and Board Policy 818 for drivers employed by an independent contractor.[2][10]

School Vehicle Drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner’s written statement that the prescribed substance will not adversely affect the employee’s ability to safely operate a School Vehicle.

School Vehicle Drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes similar warnings that, marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery.

A School Vehicle Driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the School Vehicle Driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A School Vehicle Driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within
thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any School Vehicle Driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

**Controlled Substances and Alcohol**

**Drug and Alcohol Testing -**

The District shall require School Vehicle Drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident (if necessary), reasonable suspicion, return-to-work, and/or follow-up.

**Prohibited Conduct -**

School Vehicle Drivers shall not use medical marijuana products.

School Vehicle Drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A School Vehicle Driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a School Vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[12]

2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[13]

3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a School Vehicle Driver when the driver has submitted in advance a licensed medical practitioner’s written statement that the prescribed substance will not adversely affect the driver’s ability to safely operate a School Vehicle.

**Consequences/Discipline -**

The District shall place a School Vehicle Driver who drives, operates or is in physical control of a School Vehicle out of service for thirty (30) days if the School Vehicle Driver:[4][12]

1. Has any detectable amount of alcohol in his/her system; or

2. Refuses to take a test to determine his/her alcohol content.

A School Vehicle Driver’s refusal to take a drug or alcohol test required pursuant to Board policy and administrative regulations is not a refusal to take a Department of Transportation (DOT)-test.[14] [15]

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a School Vehicle Driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board’s authority to impose discipline, including discharge.

**Maintenance of Records**
Drug and alcohol test information for School Vehicle Drivers shall be maintained separate from test information for Covered Drivers, such information shall be treated as confidential and shall only be released in accordance with law.\[11\]

Drug and alcohol test information for School Vehicle Drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each School Vehicle Driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The District shall keep the original signed statement in the School Vehicle Driver’s personnel file and provide a copy to the driver.

Training

School Vehicle Drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which School Vehicle Drivers should also receive that training.

Original Adoption - June 25, 2018

Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
24 P.S. 510
23 Pa. C.S.A. 6301 et seq
75 Pa. C.S.A. 1601 et seq
67 PA Code 71.3
49 CFR Part 40
Pol. 351