



**KEYSTONE OAKS SCHOOL DISTRICT  
1000 KELTON AVENUE  
PITTSBURGH, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, JANUARY 21, 2025  
7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT  
SCHOOL DIRECTORS' CALENDAR OF EVENTS**

**Tuesday, January 21, 2025 – Business/Legislative**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Recognitions**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

**Tuesday, February 11, 2025 – Work Session**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

# BOARD PRESIDENT'S REPORT

**JANUARY 21, 2025**

**Mrs. Tamara Donahue**

## **BOARD ACTION REQUESTED**

### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of November 12, 2024, the Business/Legislative Minutes of November 19, 2024, and the Reorganization Minutes of December 3, 2024.

### **II. DONATION**

It is recommended that the Board accept a donation of seven (7) guitars and one (1) keyboard from Michael Brungo. The musical instruments are a donation to the Keystone Oaks School District Music Department.

### **III. STUDENT AGREEMENT**

It is recommended that the Board approve the Settlement Agreement between Student 102492 and the Keystone Oaks School District.

## **FOR INFORMATION ONLY**

**I. Parkway West Career and Technology Center Report** *Mrs. Shaw*

**II. SHASDA Report** *Mr. Raso*

**III. PSBA/Legislative Report** *Mrs. Lydon*

**IV. News from the Boroughs**

**V. EXECUTIVE SESSION**

### **VI. BOARD COMMITTEES 2025**

#### **Activities & Athletics**

\*Mr. LaPorte, Mr. Hill, Mrs. Donahue,  
Ms. Lindsey

#### **Budget & Finance**

\*Mr. Hill, Ms. Lindsey, Mrs. Lydon, Mrs. Shaw

#### **Buildings, Grounds & Transportation**

\*Mr. Raso, Mrs. Shaw, Mr. Hill, Mr. LaPorte

#### **Communications**

\*Ms. Snyder, Mr. LaPorte, Ms. Lindsey,  
Mr. Wilson

#### **Education**

\*Mrs. Donahue, Ms. Snyder, Mr. Wilson, Mrs.  
Lydon

#### **Personnel**

\*Mrs. Donahue, \*Ms. Snyder, Ms. Lindsey,  
Mrs. Lydon

#### **Policy & Planning**

\*Mrs. Shaw, Ms. Snyder, Mr. Wilson, Mr. Raso

\*Denotes Chairperson

# SUPERINTENDENT'S REPORT

**JANUARY 21, 2025**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 146.1: TRAUMA INFORMED APPROACH**

It is recommended that the Board approve the SECOND READING of Policy 146.1: *Trauma Informed Approach*.

### **II. SECOND READING POLICY 218: STUDENT DISCIPLINE**

It is recommended that the Board approve the SECOND READING of Policy 218: *Student Discipline*.

### **III. SECOND READING POLICY 218.1: WEAPONS**

It is recommended that the Board approve the SECOND READING of Policy 218.1: *Weapons*.

### **IV. SECOND READING POLICY 218.2: TERRORISTIC THREATS**

It is recommended that the Board approve the SECOND READING of Policy 218.2: *Terroristic Threats*.

### **V. SECOND READING POLICY 227: CONTROLLED SUBSTANCES/PARAPHERNALIA**

It is recommended that the Board approve the SECOND READING of Policy 227: *Controlled Substances/Paraphernalia*.

### **VI. FIRST READING POLICY 610: PURCHASES SUBJECT TO BID/QUOTATION**

It is recommended that the Board approve the FIRST READING of Policy 610: *Purchases Subject to Bid/Quotation*.

### **VII. FIRST READING POLICY 611: PURCHASES BUDGETED**

It is recommended that the Board approve the FIRST READING of Policy 611: *Purchases Budgeted*.

## VIII. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development requests:

<b>William Eibeck</b>	PMEA All State Conference Kalahari Resort & Convention Center Pocono Manor, PA April 9 – 12, 2025	\$2,272.00
<b>Joseph Kubiak</b>	ASU+GSV Summit San Diego, CA April 6 – 9, 2025	\$6,100.00
<b>Carol Smith</b>	OAKE (Kodaly) National Conference Chicago, IL March 5 – 9, 2025	\$2,200.00
<b>Sarah Welch</b>	PensPRA Annual Symposium Penn Stater Hotel & Conference Center March 20 – 21, 2025	\$900.00

### For Information Only

The Grable Foundation has given the district \$2,500.00 toward the cost of the ASU+GSV Conference. Total cost to the district is \$3,600.00.

# EDUCATION REPORT

**JANUARY 21, 2025**

**Mrs. Tamara Donahue, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

It is recommended that the Board approve of the Keystone Oaks Middle School Program of Studies for the 2025/2026 school year.

### **II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

It is recommended that the Board approve of the Keystone Oaks High School Program of Studies for the 2025/2026 school year.

# COMMUNICATIONS REPORT

**JANUARY 21, 2025**

**Ms. Emily Snyder, Chairperson**

## **I. FREELANCE PHOTOGRAPHER**

It is recommended that the Board approve Claudia Metcalfe as a freelance photographer for special events for the 2024/2025 school year at a rate of \$150 per event. Events that are to be photographed will be coordinated and approved by the Coordinator of Communications & Public Relations.

# **PUPIL PERSONNEL REPORT**

**JANUARY 21, 2025**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. HEALTH ETOOLS QUOTE AND AGREEMENT**

It is recommended that the Board approve the Software Service Agreement between Health eTools and the Keystone Oaks School District for a three (3) year contract.

#### For Information Only

Health eTools is the online management tool utilized by the school nurses to track immunizations. The total cost over the three (3) years is \$15,436.00 (\$5,145.00 per year). This is based on an estimated number of students and the price would only increase or decrease if there was more than a 300 student change.

This is an increase of \$1,388.00 (\$463.00 per year) from the previous quote and agreement which was for the 2022/2023, 2023/2024, and 2024/2025 school years.



# PERSONNEL REPORT

JANUARY 21, 2025

Mrs. Tamara Donahue, Co-Chairperson  
Ms. Emily Snyder, Co-Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Melinda Connolly	Nurse – Districtwide	December 28, 2024

### II. APPOINTMENTS

#### 1. Long Term Substitute

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitute:

##### **Leslie Medice**

Teacher – Dormont Elementary (Second Grade)  
Effective – November 11, 2024 (remainder of the 2024/2025 school year)  
Salary - \$51,500.00 (M, Step 1) (pro-rated)

#### 2. Project Succeed Instructor 2024/2025

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual as Project Succeed Instructors for the 2024/2025 school year, pending receipt of all required paperwork:

##### **Michael Teti**

#### 3. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2024/2025 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Volleyball (Boys, V)	Head Coach	Mark Tortorella	\$6,500.00
Volleyball (Girls, MS)	Assistant	Clare Moore	\$1,500.00

<b>Wrestling (MS)</b>	Head Coach	<b>Rick Pattinato</b>	\$1,500.00
	Head Coach	<b>Blaine Johnston</b>	\$1,500.00

### **III. FAMILY AND MEDICAL LEAVE**

It is recommended that the following individual be approved for Family and Medical Leave:

Employee #2422 – January 6, 2025 – February 3, 2025

### **IV. SABBATICAL LEAVE**

In compliance with **Policy 438: *Sabbatical Leave***, it is recommended that the Board approve **Elisa DiTullio**, Teacher, Dormont Elementary School, for a sabbatical leave for the 2025/2026 school year.

**FINANCE REPORT**  
**JANUARY 21, 2025**

**Mr. Nafis Hill, Chairperson**

**BOARD ACTION REQUESTED**

**I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH NOVEMBER 30, 2024**

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of November 30, 2024 (Check No. 73702-73889)	\$890,075.32
B. Food Service Fund as of November 30, 2024 (Check No. 9900-9907)	\$54,572.64
C. Athletics as of November 30, 2024 (Check No. 3484)	\$600.00
D. Capital Reserve as of November 30, 2024 (None)	\$0.00
<b>TOTAL</b>	<b>\$945,247.96</b>

**II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2024**

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of December 31, 2024 (Check No. 73890-74064)	\$1,253,358.64
B. Food Service Fund as of December 31, 2024 (Check No. 9908-9920)	\$64,500.29
C. Athletics as of December 31, 2024 (None)	\$0.00
D. Capital Reserve as of December 31, 2024 (None)	\$0.00
<b>TOTAL</b>	<b>\$1,317,858.93</b>

**III. RESOLUTION 01-2025 TAX INDEX**

It is recommended that the Board adopt Resolution 01-2025 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors **will not raise the tax rate** of any tax for the 2025/2026 fiscal year by more than the allowable index of 4.0%.

**KEYSTONE OAKS SCHOOL DISTRICT**  
**BOARD OF DIRECTORS**  
**RESOLUTION 01-2025**

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

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

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

**WHEREAS**, the Keystone Oaks School District index for the 2025/2026 fiscal year is 4.0%;

**WHEREAS**, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2025/2026 fiscal year by more than its index.

**AND NOW**, on this 21<sup>st</sup> day of January 2025, it is hereby RESOLVED by the Keystone Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2025/2026 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2025/2026 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2025/2026 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:

- (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
- (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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**Mrs. Tamara Donahue, Board President**

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**Mr. Joseph A. Kubiak, Board Secretary**

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2024 – 2025 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2024-2025 BUDGET TOTAL</b>	<b>2024-2025 6 MONTH DECEMBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 33,846,624	\$ 30,204,697	\$ (3,641,927)
7000	State Revenue Sources	\$ 14,399,956	\$ 7,263,922	\$ (7,136,034)
8000	Federal Revenue Sources	\$ 959,403	\$ 53,545	\$ (905,858)
<b>Total Revenue</b>		<b>\$ 49,205,983</b>	<b>\$ 37,522,164</b>	<b>\$ (11,683,819)</b>

				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 22,081,671	\$ 8,158,061	\$ 13,923,610
200	Benefits	\$ 14,214,529	\$ 5,585,439	\$ 8,629,090
300	Professional/Technical Services	\$ 2,320,940	\$ 819,156	\$ 1,501,784
400	Property Services	\$ 1,586,550	\$ 473,012	\$ 1,113,538
500	Other Services	\$ 5,749,351	\$ 2,547,382	\$ 3,201,969
600	Supplies/Books	\$ 2,399,763	\$ 1,178,004	\$ 1,221,759
700	Equipment/Property	\$ 1,056,771	\$ 703,673	\$ 353,098
800	Other Objects	\$ 101,910	\$ 33,929	\$ 67,981
900	Other Financial Uses	\$ -	\$ 1,218,647	\$ (1,218,647)
<b>Total Expenditures</b>		<b>\$ 49,511,485</b>	<b>\$ 20,717,304</b>	<b>\$ 28,794,181</b>

<b>Revenues exceeding Expenditures</b>	<b>\$ (305,502)</b>	<b>\$ 16,804,860</b>	<b>\$ 17,110,362</b>
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**Other Financing  
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2024

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/01/2024	\$ 332,019.52	\$ 91,187.20
Deposits	\$ 9,511.99	\$ 2,940.98
Subtotal	\$ 341,531.51	\$ 94,128.18
Expenditures	\$ 9.99	\$ 600.00
Cash Balance - 12/31/2024	\$ 341,521.52	\$ 93,528.18

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2024

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,299,708
PAYROLL (pass-thru account)	\$ 6,909
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 93,528
PLGIT	\$ 14,156,076
FNB MONEY MARKET	\$ 7,928,944
PSDLAF	\$ 181,620
INVEST PROGRAM	\$ 203,389
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,175,523
COMPENSATED ABSENCES	\$ 471,669
	<b>\$ 26,517,367</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 326,552
PLGIT	\$ 2,062,630
	<b>\$ 2,389,182</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 45,273
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 899
	<b>\$ 46,172</b>
<b>GRAND TOTAL</b>	<b>\$ 28,952,720</b>

**BUILDINGS, GROUNDS &  
TRANSPORTATION REPORT**

**JANUARY 21, 2025**

**Mr. Santo Raso, Chairperson**

**BOARD ACTION REQUESTED**

**I. MR. JOHN SEASONAL RENTAL AGREEMENT**

It is recommended that the Board approve the Seasonal Rental Agreement between Mr. John and the Keystone Oaks School District through December 31, 2025.



# ACTIVITIES & ATHLETICS REPORT

**JANUARY 21, 2025**

**Mr. Tom LaPorte, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. OVERNIGHT TRIP**

It is recommended that the Board approve the following overnight trip:

#### **Golden Eagles Marching Band**

Dollywood/Pigeon Forge, Tennessee

March 12 – 16, 2025

Sponsor – William Eibeck

Chaperones – A complete list of names to be provided closer to trip time

Approximate number of students participating – 65 – 70

No District Funds Requested

# Policy Guide



Policy No. 146.1

Section PROGRAMS

Title TRAUMA INFORMED APPROACH

Adopted NOVEMBER 15, 2022

Last Revised \_\_\_\_\_

<b>POLICY NO. 146.1 TRAUMA INFORMED APPROACH</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. The Board desires to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. The purpose of this policy is to direct district staff to develop and implement a plan for trauma-informed approaches to education throughout the District.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Trauma</b> – for purposes of this policy, includes effects of an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's cognitive functioning and physical, social, emotional, mental or spiritual well-being.</p> <p><b>Trauma-informed approach</b> – for purposes of this policy, includes a school-wide approach to education and a classroom-based approach to student learning that recognizes the signs and symptoms of trauma and responds by fully integrating knowledge about trauma into policies, professional learning, procedures and practices for the purposes of recognizing the presence and onset of trauma, resisting the reoccurrence of trauma and promoting resilience tailored to the District's culture, climate and demographics and the community as a whole.</p>

SC 102

SC 102

<b>POLICY NO. 146.1 TRAUMA INFORMED APPROACH</b>		
<b>Section 3</b>	<p><b>Secondary trauma</b> – the impact of working with students experiencing trauma on a regular basis, which may cause traumatic responses and/or burnout <del>ion</del> the individual providing support and care.</p>	
	<p><b><u>Authority</u></b></p> <p>The Board directs district staff to develop and implement a trauma-informed approach plan that uses evidence-based practices and reflects the needs and resources of the District and school community.</p> <p>The Board shall review current district resources, programs, school climate measures, partnerships with outside agencies, procedures and Board policies through a trauma-informed lens, and shall make revisions or determinations as necessary to facilitate implementation of the District’s trauma-informed approach plan.</p> <p>This shall include, but not be limited to:</p>	SC 1311-B
	<p>1. Student attendance policy and practices that focus on reasons for absence and school attendance improvement.</p>	Pol. 204
	<p>2. Student disciplinary policies, practices and a Code of Student Conduct that incorporate restorative practices.</p>	Pol. 113.1, 113.2, 218, 233
	<p>3. Curriculum and planned instruction that embed social and emotional learning.</p>	Pol. 105, 107
	<p>4. Student services policies and programs that focus on development and support of students.</p>	Pol. 112, 113, 114, 146, 209, 236
	<p><del>2.</del>5. Policies and training that focus on building and maintaining appropriate, supportive relationships between adults and students in the school community.</p>	Pol. 833, 847, 919
	<p>6. School wellness policy, instruction and practices that promote healthy behaviors.</p>	Pol. 246
<p><del>3.</del>7. Policies and practices that promote student safety and security, and build positive relationships with law enforcement agencies.</p>	Pol. 805, 805.1, 805.2, 806, 819	

<b>POLICY NO. 146.1 TRAUMA INFORMED APPROACH</b>		
	<p>4.8. Threat assessment policy and practices that focus on understanding a student's background in order to appropriately assess behavior and address the student's needs.</p>	Pol. 236.1
	<p>5.9. Review of the annual budget to ensure fiscal resources for training and programs related to the trauma-informed approach plan.</p>	Pol. 602
	<p>10. Review of the facilities and future facilities planning to provide environments that are attentive to the needs of students and staff with transition and sensory sensitivities.</p>	Pol. 701
	<p><del>6.</del> 7.11. Culturally responsive practices that focus on identifying, valuing and integrating the cultures, languages, heritage and experiences of all students and staff to ensure a supportive school climate and community.</p>	Pol. 832
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Board designates the Superintendent or designee to oversee the implementation of the District's trauma-informed approach plan and integrate the coordination of services and professional development into the District's comprehensive plan. The <del>Assistant to the Superintendent for Student Services</del> <del>Director of Pupil Services</del> shall serve as a member of the District's Student Assistance Program team.</p> <p>The Board directs the Superintendent or designee to research and apply for available funding opportunities for implementation of the District's trauma-informed approach plan aligned with the provisions of law.</p> <p>The Board directs the School Safety and Security Coordinator to include information regarding the District's implementation of the trauma-informed approach plan into the annual report to the Board on school safety and security practices.</p>	<p>SC 1311-B Pol. 100, 146, 236, 833, 805</p> <p>SC 1311-B</p> <p>Pol. 805.2</p>

<p><b>Section 5</b></p>	<p><b>POLICY NO. 146.1 TRAUMA INFORMED APPROACH</b></p>	
	<p><b><u>Guidelines</u></b></p> <p><u>Training</u></p> <p>The District’s trauma-informed approach plan shall include provisions for evidence-based training and professional development, based on assigned roles and responsibilities, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Required training for newly elected/appointed or re-elected/appointed school directors on best practices related to trauma-informed approach, in accordance with applicable law and Board policy.</li> <li>2. Required training on trauma-informed approach for certificated administrative and professional employees as part of the professional education plan, in accordance with applicable law and Board policy.</li> <li>3. Training on trauma-informed approach and trauma-related topics for all district staff and contracted service personnel to increase knowledge and understanding of trauma’s impact on students and staff.</li> <li>4. Training on trauma-informed approach for all school security personnel employed or contracted by the District, as well as invitation to training for local law enforcement agencies with which the district maintains a Memorandum of Understanding to increase knowledge and awareness in interacting with students who may have experienced trauma.</li> <li>5. Opportunities for volunteers, persons in parental relation and other community members to obtain resources or attend training or information sessions on trauma-related approach and trauma-related topics impacting the school community.</li> </ol> <p><u>Screening</u></p> <p>The Board directs district staff to identify and implement evidence-based screening tools for students and the school community based on the trauma-informed approach plan, and in</p>	<p>SC 1310-B, 1311-B Pol. 805</p> <p>SC 328 Pol. 004</p> <p>SC 1205.7 Pol. 833, 805</p> <p>SC 1310-B Pol. 805, 818, 833</p> <p>Pol. 805.1, 805.2</p> <p>Pol. 916, 917, 9198</p> <p>Pol. 146, 235.1, 236, 236.1</p>

<b>POLICY NO. 146.1 TRAUMA INFORMED APPROACH</b>	
<p>accordance with applicable law and regulations, including obtaining parental consent where appropriate or required. Screening tools may include, but are not limited to, those identifying the prevalence of Adverse Childhood Experiences (ACEs), social-emotional needs, and school climate indicators. Screening shall be conducted by qualified district staff or community agencies with which the District has a contract or other agreement.</p> <p>The trauma-informed approach plan shall require that screening results are reviewed by appropriate district staff or other contracted providers, and referrals for individual educational and behavioral services or evaluation for such services are made when indicated by individual or universal screening. Identification and referrals for special education and related services evaluations shall comply with applicable state and federal laws and regulations, and Board policy.</p> <p><u>Services</u></p> <p>The District’s trauma-informed approach plan shall include provisions for identification of student needs, a referral system for individual assessments and coordination of services among the student and student’s family, the school, and county-based services, community care organizations, public health entities, nonprofit youth service providers, community-based organizations, before-school or after-school care providers, or other similar community groups.</p> <p>Coordinated student services shall be based on the district’s approved trauma-informed approach plan, which shall address recognition and response to the effects of trauma on education and instruction, absenteeism and school completion, and the secondary impact of trauma on school employees.</p> <p>The District’s trauma-informed approach plan shall be implemented within the current framework for Multi-Tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Support (PBIS).</p> <p>The trauma-informed approach plan shall address coordination with designated district staff and teams responsible for implementing the district’s approved plan for K-12 student</p>	<p>Pol. 103.1, 113, 113.3, 114</p> <p>SC 1311-B</p> <p>SC 1311-B</p> <p>Pol. 100, 103.1, 112, 113, 114, 146, 209, 236, 236.1</p>

**POLICY NO. 146.1  
TRAUMA INFORMED APPROACH**

services and other district programs including, but not limited to, special education and related services, gifted education, guidance counseling, Student Assistance Program, threat assessment team, health services, and home and school visitor services.

Person in parental relation notification and consent may be required prior to referral for or implementation of student services, in accordance with applicable law and regulations.

The District shall develop partnerships with community-based services and organizations, public health entities, nonprofit youth service providers and other community groups to implement the trauma-informed approach plan and provide referrals and/or services to address and mitigate the impact of trauma for students and staff in accordance with the district's approved plan and framework for support.

The Board shall, where appropriate, review and approve a Memorandum of Understanding or other agreement with each partnering organization or entity for the provision of services, in accordance with the resources of the District and the approved trauma-informed approach plan.

Education

The District's trauma-informed approach plan shall integrate age-appropriate instruction for students related to trauma-informed topics and social-emotional learning as part of the district's approved curriculum. Instructional topics may include, but not be limited to resilience; self-awareness, self-management, responsible decision-making, relationship skills and social awareness; safe and healthy choices and behaviors; coping strategies; and seeking help for self or others.

Staff Wellness and Support

The District shall monitor and address the impact of trauma, including secondary trauma, on school employees as part of the trauma-informed approach plan. The plan shall include training and resources to identify the warning signs of trauma and provide confidential support and services to promote staff wellness, including but not limited to the Employee Assistance

Pol. 146, 209, 236

Pol. 105, 819

**POLICY NO. 146.1  
TRAUMA INFORMED APPROACH**

Program, a work environment that provides space for separation and self-regulation, and training on development of self-care plans and peer support.

Data Collection and Plan Review

The District shall review and revise the trauma-informed approach plan as part of the District’s K-12 student services plan, based on a review of relevant data, district resources and programs, and the needs of students and staff. Such data may include, but not be limited to:

1. Aggregate data from evidence-based screening tools administered as part of the trauma-informed approach plan.
2. Anecdotal information from staff and students related to trauma and secondary trauma impact in the school environment.
- ~~1.3.~~ Feedback from persons in parental relation and the community on the District’s implementation of trauma-informed approach to education.
- ~~2.4.~~ Results of school climate surveys and other student or staff surveys on school environment.
- ~~3.5.~~ Aggregate data on student absences, Student Assistance Program referrals, health and school nurse services, student removal discipline and graduation rates.
- ~~4.6.~~ Aggregate data on Employee Assistance Program use and staff feedback on training related to trauma-informed approach.
- ~~5.7.~~ School safety and security incident ~~Office for Safe Schools~~ reports.
- ~~6.8.~~ Safe2Say Something aggregate data.
- ~~7.9.~~ PBIS inventories and surveys.

Pol. 236

Pol. 805.1



**POLICY NO. 146.1**  
**TRAUMA INFORMED APPROACH**

References:

School Code – 24 P.S. Sec. 102, 328, 1205.7, 1311-B

Board Policy – 004, 100, 103.1, 105, 112, 113, 113.1, 113.2,  
113.3, 114, 146, 204, 209, 218, 233, 235.1, 236, 236.1, 246,  
602, 701, 805.1, 805.2, 818, 819, 832, 833, 916, ~~917~~, 919~~8~~

# Policy Guide



Policy No. 218

Section PUPILS

Title STUDENT DISCIPLINE

Adopted AUGUST 21, 1989

Last Revised JUNE 21, 2022

<b>POLICY NO. 218 STUDENT DISCIPLINE</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the District.</p> <p>The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, <del>sex, gender</del>, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability or any other legally protected category. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.</p> <p>The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.</p> <p>The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.</p>
	<p>SC 510 22 PA Code 12.3, 12.4 Pol. 103, 103.1</p> <p>22 PA Code 12.2, 12.3, 12.4 Pol. 103, 103.1, 113.2, 235, <del>832</del></p> <p>Pol. <del>146.1832</del></p> <p>22 PA Code 12.5</p>

<p><b>Section 3</b></p>	<p><b>POLICY NO. 218 STUDENT DISCIPLINE</b></p>	
	<p>Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.</p>	<p>Pol. 233</p>
	<p>When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.</p>	<p>Pol. 113.2, 233</p>
	<p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with <del>local</del> law enforcement and Board policies.</p>	<p>22 PA Code 10.23 20 U.S.C. 1400 et seq. Pol. 103.1, 113.1, 113.2, 805.1</p>
	<p><b><u>Guidelines</u></b></p>	
	<p><u>On and Off-Campus Activities</u></p>	
	<p>This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-campus”). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places (“off-campus”) when:</p>	<p>SC 510</p>
	<ol style="list-style-type: none"> <li>1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment.</li> <li>2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.</li> <li>3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs.</li> <li>4. The conduct involves the theft or vandalism of school property.</li> </ol>	

**POLICY NO. 218  
STUDENT DISCIPLINE**

5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

**Section 4**

**Delegation of Responsibility**

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

The Superintendent or designee shall publish and distribute to all staff, students and person(s) in parental relation the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available on the District website and in the school office and may be included in student handbooks.

The building principal or designee shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct, and to the student's due process right to notice, hearing and appeal.

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

Reasonable force may be used by teachers and school authorities under any of the following circumstances: ~~(1)~~ to quell a

22 PA Code 12.3  
Pol. 235

SC 1317, 1318  
Pol. 113.2, 233

SC 1317

22 PA Code 12.5

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STUDENT DISCIPLINE**

disturbance, ~~;(2) to~~ obtain possession of weapons or other dangerous objects, ~~(3)~~ for the purpose of self-defense, ~~;~~ and/or ~~(4)~~ for the protection of persons or property. Reasonable force shall not be extreme, excessive or unreasonable in type or purpose.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco **products**; or conduct that constitutes an offense listed **in the school safety and security provisions of School Code**~~under the Safe Schools Act.~~

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency**~~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.

The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether or not the **law enforcement agency**~~local police department~~ that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the **PA Department of Education**~~Office for Safe Schools~~ on the required form.

~~SC1319-B03-A~~  
22 PA Code 10.2  
35 P.S. Sec. 780-102

~~SC 1302.1-A,~~  
~~1303-A~~1306.2-B,  
1319-B  
22 PA Code 10.2,  
10.21, 10.22  
Pol. 805.1

22 PA Code 10.2,  
10.25  
Pol. 805.1

SC 1306.2-B, 1319-B  
~~1303-A~~  
Pol. 218.1, 218.2,  
227, ~~250, 251~~, 823,  
805.1

**POLICY NO. 218  
STUDENT DISCIPLINE**

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

SC 1302-E  
Pol. 236.1

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

Previously Revised: [June 21, 2022](#); June 25, 2015; October 19, 1998

References:

School Code –24 P.S. Sec. 510, ~~1302.1-A~~, 1302-E, ~~1303-A~~, [1306.2-B](#), 1317, 1318, [1319-B](#)

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, ~~12.21 et seq.~~, [12.3](#), [12.4](#), ~~12.5~~[403.1](#)

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

~~No Child Left Behind Act – 20 U.S.C. Sec. 7114~~

~~Individuals With Disabilities Education Act, Title 24, Code of Federal Regulations – 34 CFR Part 300~~

Board Policy – 103, 103.1, 113.1, 113.2, [146.1](#), [218.1](#), [218.2](#), 227, 233, 235, 236.1, ~~250, 251~~, 805.1, 823, ~~832~~

# Policy Guide



Policy No. 218.1

Section PUPILS

Title WEAPONS

Adopted SEPTEMBER 18, 1995

Last Revised JUNE 21, 2022

<b>POLICY NO. 218.1 WEAPONS</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the importance of a safe school environment. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.</p>	
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Weapon</b> – the term shall include, but not be limited to any knife; cutting instrument; cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices (including ammunition); noxious chemicals; and/or any other tool, instrument or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or serious disruption to the educational setting.</p> <p><b>Possession</b> – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker or assigned storage area; or under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>	SC 1301-A, 1317.2
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or</p>	SC 1317.2 Pol. 218

<b>POLICY NO. 218.1 WEAPONS</b>		
	<p>any school sponsored activity, or while the student is coming to or from school.</p> <p>The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.</p> <p>The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with <del>local</del> law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.</p>	<p>SC 1317.2 Pol. 113.1, 233</p> <p>SC 1317.2</p> <p>SC 1317.2 22 PA Code 10.23 20 U.S.C. Sec 1400 et seq. Pol. 103.1, 113.1, 113.2, 113.3, 805.1</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with <del>the local</del> law enforcement <del>agency that has jurisdiction over the school's property</del> officials, and the District's emergency preparedness plan.</p> <p>When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. If a person believes there is an imminent threat, they should call 911 immediately.</p>	<p>SC <del>1319-B</del><del>02.1-A</del> Pol. 805, 805.1</p> <p>SC 1302-E Pol. 236.1</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity or while the</p>	<p>SC <del>1302.1-A,</del> <del>1303-A,</del>1306.2-B, 1317.2, 1319-B</p>



<b>POLICY NO. 218.1 WEAPONS</b>	
<p>student is coming to or from school to the <b>law enforcement agency</b><del>local police department</del> 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 <del>local</del> law enforcement and Board policies.</p>	<p>22 PA Code 10.2, 10.21 Pol. 805.1</p>
<p>The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practical. The Superintendent or designee shall inform the person in parental relation that the <b>law enforcement agency</b><del>local police department</del> that has jurisdiction over the school property has been notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.</p>	<p>22 PA Code 10.2, 10.25 Pol. 805.1</p>
<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the <b>PA Department of Education</b><del>Office for Safe Schools</del> on the required form.</p>	<p>SC <del>1303-A</del>1306.2-B, 1319-B Pol 805.1</p>
<p>The building principal shall annually inform staff, students and persons in parental relation about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.</p>	
<p>An exception to this policy may be made by the Superintendent, <b>in accordance with law</b>, who shall prescribe special conditions or procedures to be followed.</p>	<p>SC 1317.2</p>
<p>In accordance with the federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p>	<p>18 U.S.C. 921, 922</p>
<p><u>Transfer Students</u></p>	
<p>When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>	<p>SC 1317.2 Pol. 200</p>

**POLICY NO. 218.1  
WEAPONS**

Previously Revised: [June 21, 2022](#); June 25, 2015; December 6, 2007; October 19, 1998

References:

School Code – 24 P.S. 1301-A, ~~1302.1 A, 1303 A~~, [1302-E, 1306.2-B, 1317.2, 1319-B](#)

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25, ~~403.1~~

~~Possession of Weapon on School Property—18 Pa. C.S.A. Sec 912~~

Gun Control Act – 18 U.S.C. Sec. 921, 922

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

~~No Child Left Behind Act—20 U.S.C. Sec. 7114~~

~~Gun Free Schools Act—20 U.S.C. Sec. 7151~~

~~Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations—34 CFR Part 300~~

Board Policy – [103.1, 113.1, 113.2, 113.3, 200, 218, 233, 236.1, 805, 805.1825](#)

# Policy Guide



Policy No. 218.2

Section PUPILS

Title TERRORISTIC THREATS

Adopted MAY 15, 2000

Last Revised JUNE 21, 2022

<b>POLICY NO. 218.2 TERRORISTIC THREATS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat or act. In all instances, the District’s goal will be to ensure the safety of all students and personnel.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Communicate</b> – shall mean to convey in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transmissions. 18 Pa. C.S.A. 2706</p> <p><b>Terroristic Threat</b> – shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. 18 PA C.S.A. 2706</p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, <del>Board member</del>, community member or property owned, leased or being used by the District.</p>

<b>POLICY NO. 218.2 TERRORISTIC THREATS</b>		
	<p>In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.</p>	<p>22 PA Code 10.23 20 U.S.C. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with <del>local</del> law enforcement agencies having jurisdiction over school property officials and the District’s emergency preparedness plan.</p>	<p>SC <del>1302.1-A</del>, 1302-E, 1319-B Pol. 236.1, 805, 805.1</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>In all cases of terroristic threats, where a student’s behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. If a person believes there is an imminent threat, they should call 911 immediately.</p> <p>Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.</p> <p>The Superintendent or designee shall report incidents involving terroristic threats or acts on school property, <del>while the student is coming to or from school</del>, at any school sponsored activity or on a conveyance providing transportation to or from a school</p>	<p>SC 1302-E Pol. 236.1</p> <p>22 PA Code 12.2 Pol. 236.1</p> <p>Pol. 236.1</p> <p>SC <del>1302.1-A</del>, <del>1303-A</del> 1306.2-B, 1319-B 22 PA Code 10.2, 10.22</p>

**POLICY NO. 218.2  
TERRORISTIC THREATS**

or school-sponsored activity to the [law enforcement agency](#)~~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.

Pol. 805.1

The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident involving a terroristic threat [or act](#) as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation that the [law enforcement agency](#)~~local police department~~ that has jurisdiction over the school property has been notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.

22 PA Code 10.2,  
10.25  
Pol. 805.1

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats [or acts](#) to the ~~Office for Safe Schools~~ [PA Department of Education](#) on the required form.

SC ~~1303-A~~[1306.2-B, 1319-B](#)  
Pol. 805.1

~~In the case of a student with a disability, including a student for whom an evaluation is pending, the District in collaboration with the Solicitor shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies while ensuring that the safety of all students and personnel is of the utmost importance.~~

~~22 PA Code 10.23  
20 U.S.C Sec. 1400  
et seq.  
Pol. 103.1, 113.1,  
113.2, 805.1~~

If a student is expelled for making terroristic threats [or committing a terroristic act](#), the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

Pol. 113.1, 233,  
236.1

Previously Revised: [June 21, 2022](#); June 25, 2015; March 19, 2001

**POLICY NO. 218.2  
TERRORISTIC THREATS**

References:

School Code – 24 P.S. Sec. ~~1302.1-A, 1303-A~~ 1302-E, 1306.2-B, 1319-B

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 12.2

Terroristic Threats – 18 Pa. C.S.A. Sec 2706

Individuals With Disabilities Education Act – 20 U.S.C. Sec 1400 et seq.

~~Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations—34 CFR Part 300~~

Board Policy – 103.1, 113.1, 113.2, 233, 236.1, 805, 805.1

# Policy Guide



Policy No. 227

Section PUPILS

Title CONTROLLED SUBSTANCES/  
PARAPHERNALIA

Adopted AUGUST 21, 1989

Last Revised MAY 21, 2014

POLICY NO. 227 CONTROLLED SUBSTANCES/PARAPHERNALIA		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that the <b>use and</b> abuse of controlled substances <b>as defined in this policy</b> is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. <b>The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.</b></p>	Pol. 210, 210.1
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p>For purposes of this policy, controlled substances shall include <b>all:</b></p> <ol style="list-style-type: none"> <li>1. <b>Any c</b>Controlled substances prohibited by federal <b>and or</b> <b>Pennsylvania</b> state laws.</li> <li>2. Look-alike drugs.</li> <li>3. Alcoholic beverages.</li> <li>4. Anabolic steroids.</li> <li>5. Drug Paraphernalia.</li> <li>6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.</li> </ol>	35 P.S. 780-102 21 U.S.C. 812

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p>7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.</p> <p>8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.</p> <p>For purposes of this policy, <b>under the influence</b> shall include any consumption or ingestion of controlled substances by a student.</p> <p>For purposes of this policy, <b>look-alike drug</b> shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.</p>	<p>Pol. 210, 210.1</p>
	<p><b><u>Authority</u></b></p> <p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.</p> <p>The Board may require participation in <a href="#">substance use assessment</a>, drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>	<p>SC 510, 511 22 PA Code 12.3</p> <p>20 U.S.C. 1400 et seq 22 PA Code 10.23 Pol. 103.1, 113.1, 113.2, 805.1</p>



	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in Board policy on student discipline.</p> <p><b>Section 4</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent shall develop administrative regulations to identify and control substance abuse in the schools which:</p> <ol style="list-style-type: none"> <li>1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.</li> <li>2. Disseminate to students, persons in parental relation and staff the Board policy and administrative regulations governing student use of controlled substances.</li> <li>3. Provide education concerning the dangers of abusing controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol> <p><b>Section 5</b>     <b><u>Guidelines</u></b></p> <p>Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving <b>the prohibited</b> possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the <b>law enforcement agency</b> <del>local police department</del> 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.</p>	<p>Pol. 218</p> <p>SC <del>1302.1-A,</del> <del>1303-A</del>1306.2-B, 1319-B 42 Pa. C.S.A. 8337</p> <p>Pol. 218, 233, 236</p> <p>SC <del>1302.1-A,</del> <del>1303-A</del>1306.2-B, 1319-B 22 PA Code 10.2, 10.21, 10.22 Pol. 805.1</p>
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**POLICY NO. 227  
CONTROLLED SUBSTANCES/PARAPHERNALIA**

The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation when the **law enforcement agency** ~~local police department~~ that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.

22 PA Code 10.2,  
10.25  
Pol. 805.1

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education on the required form** ~~Office for Safe Schools~~.

SC ~~1303-A~~1306.2-  
B, 1319-B  
Pol. 805.1

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

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and person in parental relation.

Anabolic Steroids

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

35 P.S. 807.1

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

35 P.S. 807.2  
Pol. 233

The Board prohibits coaches, sponsors, and other representatives of the District from encouraging, supplying, promoting, or

<p><b>Section 6</b></p>	<p style="text-align: center;"><b>POLICY NO. 227</b> <b>CONTROLLED SUBSTANCES/PARAPHERNALIA</b></p> <p>condoning the use of performance or body enhancing drugs (prescription and non-prescription) or supplements.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If based on a student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that a student is under the influence of a controlled substance, the principal is to alert the Superintendent. Based on the Superintendent's recommendation, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.</p> <p><u>Prevention/Awareness</u></p> <p>A major function of the school in a drug and alcohol related situation is to protect the health, safety, and well-being of its students and staff, with consideration being given to the overall process of education and the safeguarding of school property.</p> <p>Prevention efforts are to be directed toward the dissemination of information that increases the level of awareness of students and persons in parental relation. Prevention also focuses on the implementation of developmental experiences which enhance the ability of students to make responsible decisions.</p> <p>The District's professional staff operates under the concept of "in loco parentis." The concept provides school personnel with certain rights and responsibilities similar to that of the person in parental relation. It permits administrators and staff to take action necessary to protect and educate each student on a day-to-day basis.</p> <p>Previously Revised: <a href="#">May 21, 2024</a>; June 25, 2015; November 16, 2009; October 19, 1998</p>	<p>Pol. 236, 236.1</p>
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**POLICY NO. 227**  
**CONTROLLED SUBSTANCES/PARAPHERNALIA**

References:

School Code – 24 P.S. Sec. 510, 511, ~~1302.1-A, 1303-A~~1306.2-B, 1319-B

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3

PA Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-102

Anabolic Steroids - Prohibited Use and Education Act – 35 P.S. Sec. 807.1, 807.2

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Schedules of Controlled Substances – 21 U.S.C. Sec. 812

Board Policy – 103.1, 113.1, 113.2, ~~218~~, 210, 210.1, 218, 233, 236, 236.1, 805.1

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 610

Section FINANCES

Title PURCHASES SUBJECT TO BID/QUOTATION

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 20, 2014;  
MARCH 19, 2011

<b>POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the School District.</p>	SC 751, 807.1
<b>Section 2</b>	<p><b><u>Guidelines</u></b></p> <p>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.</p> <p><del>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on Pennsylvania law and are published annually by the Department of Labor and Industry.</del></p> <p>Act 57 of 1998 allows for the District to enter into cooperative purchasing programs such as COSTARS, PEPPM, and KPN. Items or services purchased using any of these programs are not subject to the bidding/quotation requirements as described in this policy.</p> <p><b><u>Competitive Bids</u></b></p> <p>When seeking competitive bids for an amount greater than or equal to the base amount for competitive bidding [<del>\$23,800</del>19,100]<sup>1</sup> per law, the Board shall advertise once a week</p>	<p>SC 120, 751, 807.1</p> <p><del>62 Pa. C.S.A. Sec. 1901, 1902</del></p> <p><del>24 P.S. Sec. 951 et seq.</del></p>
		SC 751, 807.1

<b>POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</b>	
<p>for three (3) weeks in not less than two (2) newspapers of general circulation and on the District website.</p> <p>After due public notice advertising for competitive bids, the Board shall be authorized to:</p>	
<p>1. Purchase furniture, equipment, school supplies and appliances costing greater than or equal to the base amount for competitive bidding [<del>\$23,800</del><del>19,100</del>]<sup>1</sup> per law unless exempt by law.</p>	SC 807.1
<p>2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value greater than or equal to the base amount for competitive bidding [<del>\$23,800</del><del>19,100</del>]<sup>1</sup> per law unless exempt by law.</p>	SC 751
<p>The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.</p>	SC 751, 807.1
<p>With kind, quality, and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.</p>	SC 751, 807.1
<p>Not having sufficient quotes from multiple bidders on a line item basis (i.e. a significant number of items would be “sole sourced”) may be a basis for rejection of all bids.</p>	
<p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. <u>Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</u> <del>In such case, competitive bids are to be solicited from at least three (3) responsible bidders and approval granted by the Secretary of Education.</del></p>	SC 751
<p><u>Electronic Bidding</u></p>	
<p>The Board may receive bids electronically in compliance with applicable laws and Board policy.</p>	62 Pa. C.S.A. 4602, 4603

	<p style="text-align: center;"><b>POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</b></p> <p>The District shall electronically maintain the confidentiality of the bid until the bid opening.</p> <p><u>Competitive Electronic Auction Bidding</u></p> <p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services.</p> <p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> <li>1. Procurement description.</li> <li>2. All contractual terms, when practical.</li> <li>3. Conditions applicable to procurement including notice that bids will be received in an electronic auction manner.</li> </ol> <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired, the District shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the District.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be written, upon mutual consent of both parties.</p>	<p>62 Pa. C.S.A. 4603</p> <p>62 Pa. C.S.A. 4602, 4604</p> <p>62 Pa. C.S.A. 4604</p>
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**POLICY NO. 610  
PURCHASES SUBJECT TO BID/QUOTATION**

Price Quotations

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

1. Furniture, equipment, school supplies and appliances costing a greater than or equal to the base amount for quotation [\$12,900~~10,300~~]<sup>1</sup>, but less than the base amount established annually per law for competitive bidding [\$23,800~~19,100~~]<sup>1</sup>.
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value greater than or equal to the base amount for quotation [\$12,900~~10,300~~]<sup>1</sup>, but less than the base amount established annually per law for competitive bidding [\$23,800~~19,100~~]<sup>1</sup>.

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.

For supplies, contracts, and professional services (excluding student services) costing greater than or equal to \$5,000, and not subject to the bidding and quotation requirements of Pennsylvania, the Board requires that the District advertise the request for goods or services on the District website for no less than 14 days. At least three (3) price quotations must be solicited from responsible vendors. If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.

The written price quotations, records or telephone price quotations and memoranda shall be kept on file for a period of three (3) years.

Work Performed By District Maintenance Personnel

The Board may authorize district ~~maintenance employees~~ ~~personnel~~ to perform construction, reconstruction, repairs or work where the entire cost or value, including labor and materials is less than the base amount required for quotation [\$12,900~~10,300~~]<sup>1</sup> per law.

SC 751, 807.1

SC 807.1

SC 751

~~SC-751~~

SC 751





**POLICY NO. 610  
PURCHASES SUBJECT TO BID/QUOTATION**

~~preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.~~

Previously Revised: November 24, 2014; March 19, 2011

References:

School Code – 24 P.S. Sec. 120, 751, 807.1, ~~951 et seq.~~

~~Commonwealth Procurement Code Act 57 of 1998 – 62 Pa. C.S.A Sec. 1901,1902~~

Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4602, 4603, 4604

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

Notes:

[ ]<sup>1</sup> Indicates the values for 2025~~14~~

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

# Policy Guide



Policy No. 611

Section FINANCES

Title PURCHASES BUDGETED

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 611 PURCHASES BUDGETED		
Section 1	<p><u>Authority</u><del>Purpose</del></p> <p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget, and not subject to bid, be made in a manner that ensures the best interests of the District.</p>	SC 751, 807.1
Section 2	<p><u>Delegation of Responsibility</u><del>Authority</del></p> <p>All purchases that are within budgetary limits, <del>and were originally contemplated within the budget,</del> may be made upon authorization of the Assistant to the Superintendent for Operations, <del>unless the contemplated purchase is more than or equal to the base amount for competitive bidding [\$23,800]<sup>1</sup>, in which case prior approval by the Board is required</del> <del>with the approval of the Superintendent and Board. All purchases are to be made in accordance with the District's purchasing requirements manual.</del></p> <p><del>Confirming purchase orders shall be limited only to emergency situations and must be preapproved by the Assistant to the Superintendent for Operations.</del></p> <p>All purchase order requests must be referred to the Assistant to the Superintendent for Operations who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the District.</p> <p>Previously Revised: March 19, 2001</p>	SC 609, 751, 807.1  SC 609, 751, 807.1

**POLICY NO. 611  
PURCHASES BUDGETED**

References:

School Code – 24 P.S. Sec. 609, 751, 807.1

Notes:

[ ]<sup>1</sup> Indicates the values for 2025

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

**Section 3**

**Guidelines**

~~In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various schools be standardized whenever possible.~~

~~Opportunity shall be provided to as many responsible suppliers as possible to do business with the School District. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.~~

~~No purchase request will be honored unless made on a District-approved requisition form that has the necessary approval.~~

~~Upon the placement of a purchase order, the Assistant to the Superintendent for Operations shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.~~